COUNTY COLLEGE OF MORRIS

Elevate your career and reach new heights when you GO BIG! at CCM.





Get a job, get a better job, do better at the job you are in!





GO BIG

at CCM's Center for WORKFORCE DEVELOPMENT

Gain immediate access to a multitude of exclusive benefits supporting you, wherever you are in your career journey. Learn Big from an accomplished team of instructors. Participate in Career Advancing workshops. Move forward with resourceful industry insights. Earn Big with industry credentials. Expertly navigate job placement opportunities. Save Big with tuition assistance for qualified candidates.

The Center for Workforce Development at CCM is making it easier than ever to **Go Big** and find the program that is right for you.

Follow the icons in this schedule and learn about CCM's unique benefits:

- **Veteran Support -** Veterans may now utilize their VA benefits for approved programs. Through partnership with NJMEP, additional tuition support is available for manufacturing programs for veterans and their immediate family members.
- **Tuition Assistance** Tuition assistance is available for qualified candidates.
- In-Demand Career The program is considered In-Demand based on the vast number of job openings in Morris County.
- Industry Credential The program prepares students to receive an Industry-recognized credential, which demonstrates the knowledge and skills required to succeed in a specific occupation or industry.
- Job Placement The Center for Workforce
 Development partners with local employers
 to provide interview opportunities during
 the program.





Stay informed regarding upcoming classes and events. Sign up for our e-newsletter at www.ccm.edu/workforce-developm

www.ccm.edu/workforce-development and follow us on social media.













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BUSINESS & PROFESSIONAL DEVELOPMENT



VIRTUAL INFORMATION SESSION

August 20, 6-7 p.m. Scan QR code for details.

BUSINESS AND PROFESSIONAL DEVELOPMENT 🗘 🕖 🎯 🕒

PROJECT MANAGEMENT

Project Management is one of the most sought-after competencies for today's business professional. Skilled Project Managers must be able to deliver high-quality results on time and within budget.

Course #	Course Title	Date	Days	Time	Location	Cost
88411	Project Management Essentials	Sept 10 - Oct 24	Tues and Thurs	6:30-9:30 p.m.	Remote- Live	\$999
88412	Project Management PMP®, CAPM® Exam Prep	Nov 5 - Dec 17 (no class Nov 28)	Tues and Thurs	6:30-9:30 p.m.	Remote- Live	\$999
28413	Microsoft Project	Jan 7 - 23	Tues and Thurs	6:30-9:00 p.m.	HH 114	\$399

INSTRUCTOR: Tom Schnipp, M.Ed., PMP, CSM

*Textbook(s) required. See course description on website.

Upon successful completion of Project Management Essentials, Project Management Exam Prep and Microsoft Project, you will be awarded a Certificate of Completion in Project Management by the college and be prepared to sit for the Project Management Institute PMP®, CAPM® certification exams. See "Certificates and Transcripts" in General Information.

Does your company have multiple employees needing Project Management training or certification? Receive a multi-student employer discount. Contact Alexandra Hoffmann at ahoffmann@ccm.edu for more information.

CERTIFICATE IN PROJECT MANAGEMENT WITH PMP® OR CAPM® OPTION

According to the Project Management Institute (PMI), the world leader in project management certifications, organizations with standardized practices attain better results. The Project Management Professional (PMP)® and Certified Associate in Project Management (CAPM)® recognize your knowledge of the profession's preeminent global standard, with the goal of advancing your career and making you stand out to prospective employers.

PROJECT MANAGEMENT ESSENTIALS (PMC-129E)

Learn practical and proven methods to manage people, procedures and time to achieve results. Learn to work with time constraints, resource allocation, quality control, risk management, cost control and communications management. This course examines case studies, professional literature and examples from various industries to teach the essentials of project management. This course is a prerequisite for the Project Management PMP®, CAPM® Exam Prep course.

14 sessions: 42 hrs, CEU 4.2

PROJECT MANAGEMENT PMP*, CAPM* EXAM PREP (PMC-131E)

PREREQUISITE: 'Project Management Essentials' or substantial prior project management experience with a solid understanding of the principles of project management. Ready to achieve certification in Project Management? This class meets the requirement for contact hours of education to be eligible to take the PMI certification exam for Project Management Professional (PMP)® or Certified Associate in Project Management (CAPM)®. This course is a robust and comprehensive grounding in the principles of project management and the PMI Project Management Body of Knowledge Guide (PMBOK) and satisfies requirements for obtaining Professional Development Units (PDUs). 12 sessions: 36 hrs, CEU 3.6

MICROSOFT PROJECT (PMC-130E)

Microsoft Project is the most popular project-planning tool in the world. Learn to use this tool to plan, schedule and manage tasks, resources and budgets, analyze workloads, produce reports and much more. This course is a popular hands-on simulation format wherein students work through a simulated project from the point of view of a project leader to produce a project schedule and explore its functionality.

6 sessions: 15 hrs, CEU 1.5















HUMAN RESOURCES 1 2 3 3 4 3

CERTIFICATE IN HUMAN RESOURCES PROFESSIONAL -GENERALIST

Federal and state regulations require a knowledgeable, professional Human Resources department to handle the many requirements to remain legally compliant as an employer. Managers, HR professionals and entrepreneurs who would like to learn more about the hiring and handling of employees, health insurance, compensation and other human resources programs and procedures will benefit from this comprehensive program. Whether you are interested in pursuing testing for credentials from organizations such as the Human Resources Certification Institute or the Society for Human Resource Management (SHRM), or simply looking to grow your expertise, this program provides you with the knowledge needed for career growth and preparation to sit for the SHRM certification exam. Program content is based on the SHRM's State of Human Resource Education Study in cooperation with the American Institute for Research and the SHRM Human Resource Curriculum: An Integrated Approach to HR Education. The program includes two field trips to local SHRM chapter meetings and guest speakers who are subject matter experts.

The first four classes can be taken individually and in any order. The capstone course requires at least one other as a prerequisite.

Course #	Course Title	Date	Days	Time	Location	Cost
88381	HR Management and Staffing	Sept 10 - Oct 8	Tues	6:15-9:15 p.m.	Remote-Live	\$399
88382	Employment Law	Oct 15 - Nov 19	Tues	6:15-9:15 p.m.	Remote-Live	\$429
88383	Training and Staff Development	Nov 26 – Dec 10	Tues	6:15-9:15 p.m.	Remote-Live	\$299

INSTRUCTORS:

- Judy Treibman, MBA, SHRM-SCP, SPHR, GBA
- Kenneth Sterzer, MPS, SHRM-CP, PHR
- Christina DeOliveira, MBA, CPC, ELI-MP

You do not need to enroll in the certificate program to benefit from these courses. Upon completion of all five modules, you will be awarded a Certificate of Completion in Human Resources Professional by the college. See "Certificates and Transcripts" in General Information.

HR MANAGEMENT AND STAFFING (CHR-121E)

The most valuable asset to any organization is its people. Learn how to identify and implement recruiting and retention programs to impact productivity and profitability. Topics include trends in HR Management and the contemporary role of HR in the large and small organization, recruiting and retention strategies and practices, managing a diverse workforce and a global workforce, and evaluating HR performance/effectiveness with metrics. The class will attend a Society of Human Resources chapter meeting (Sussex-Warren) during one session.

5 sessions: 15 hrs, CEU 1.5

EMPLOYMENT LAW (CHR-122E)

Professionals provide training to managers and employees on compliance issues and develop and implement policies, practices and procedures. Students will learn about relevant legislation such as employment at will/wrongful discharge, NJ State and local legislation, OSHA, FLSA, ERISA, FMLA, NLRA, WARN, COBRA, HIPAA and EEO.

6 sessions: 18 hrs, CEU 1.5

TRAINING AND STAFF DEVELOPMENT (CHR-119E)

Continuous learning is essential to a productive and efficient workforce. HR delivers corporate training to employees based on a business' needs and objectives. This course covers defining core competencies, conducting a needs assessment, designing and delivering training programs, and linking career development and performance management to training.

3 sessions: 9 hrs, CEU 0.9

The following courses will be offered Spring 2025

TOTAL REWARDS: COMPENSATION & BENEFITS (CHR-117E)

Compensation and benefits are primary factors in recruiting and retaining top talent and are key to a company's competitiveness. HR develops packages for executives and compensation and benefits levels for employees that are equitable and that fit the company's needs. Major topics discussed include salary grading and banding using a market-based strategy, management of company-paid benefits (medical, dental, etc.), ERISA and other regulatory issues pertaining to benefits, and other rewards including paid time off and flexible scheduling. 5 sessions: 15 hrs, CEU 1.5

STRATEGIC HR MANAGEMENT AND CAPSTONE PROJECT (CHR-127E)

To be an active partner in the strategic management of a company, HR must understand the business climate and the competition. HR translates corporate goals to departmental and individual levels while minimizing risk to the company. Students will work in groups on a project of choice and will identify and report on solutions drawing from multiple areas of HR. Major topics include SWOT (Strengths, Weaknesses, Opportunities and Threats) Analysis, health, safety and security risks, workforce changes including mergers/acquisitions and reductions in workforce.

4 sessions: 12 hrs, CEU 1.2



^{*}Textbook(s) required. See course description on website.



Entrepreneurs *l* Certificate

E YOUR OWN BOSS!

Create and Innovate!

Our Business Entrepreneurship courses are designed to help you think like an entrepreneur, understand the entrepreneurial process and learn how to navigate obstacles you may face on your journey. Program content includes key concepts such as market research, business planning and branding, raising funds, marketing strategies and choosing a business structure.

Scan the QR code





Espanol En SPANISH IN THE WORKPLACE El Lugar de Trabajo

Bridging the communication gap between English and Spanish speakers in the workplace is crucial for fostering strong relationships and gaining a competitive edge.

- · Improve your ability to communicate effectively to coworkers and clients.
- Demonstrate a willingness to learn about and respect other cultures.
- Build rapport and stronger workplace relationships.
- · Expand your job skills.
- · Boost productivity and efficiency.

to learn more and register:



CERTIFICATE IN NONPROFIT LEADERSHIP • © •

CCM's Nonprofit Leadership Program is designed for a diverse range of professionals within the nor

CCM's Nonprofit Leadership Program is designed for a diverse range of professionals within the nonprofit sector, including seasoned leaders aiming to refine their skills, board members seeking deeper insight, or newcomers eager to make an impact. We understand the unique needs of individuals navigating the nonprofit landscape, and our program is tailored to address those needs effectively.

Why Choose CCM's Nonprofit Leadership Certificate Program?

One of the key features of our program is the emphasis on building a robust network of nonprofit leaders. Inside the classroom, participants can connect with like-minded professionals who share their passion for driving positive change. Through engaging in group discussions and interactive activities, individuals can exchange ideas, share experiences, and establish meaningful relationships with their peers. The program offers access to a diverse array of expert panelists representing various sectors within the nonprofit industry. Participants can glean valuable knowledge, seek guidance, and learn from both their successes and challenges.

The Nonprofit Leadership Certificate Program at CCM will help you build lasting connections and foster a supportive community of nonprofit leaders. These connections create opportunities for collaboration, mentorship and career advancement in the nonprofit field. Join us and embark on a transformative learning experience that will empower you to make a difference in your organization and beyond.

The program consists of four separate modules. Students may take any or all of these modules. Those who complete all four modules will be awarded a Certificate of Nonprofit Leadership by the college.

Course #	Course Title	Date	Days	Time	Location	Cost
88361	Module 1 – Nonprofit Advocate	Sept 23-Oct 9	Mon and Wed	6:30-9:30 p.m.	Remote-Live	\$630
88362	Module 2 – Nonprofit Management	Oct 14-Nov 18	Mon and Wed	6:30-9:30 p.m.	Remote-Live	\$990
88363	Module 3 – Grant Writing	Nov 20-Jan 15 (No class Nov 27, Dec 23-30, Jan 1)	Mon and Wed	6:30-9:30 p.m.	Remote-Live	\$990
28364	Module 4 – Fundraising	Jan 22-March 17	Mon and Wed	6:30-9:30 p.m.	Remote-Live	\$990

LEAD INSTRUCTOR: Lauren R. Swern, BA

CO-INSTRUCTORS: Nancy Eberhardt, Esq., Executive Director, Pro Bono Partnership and Karen DiMaria, MBA

MODULE 1 - NONPROFIT ADVOCATE (NPC-227E)

This module is designed for anyone who would like to work for a non-profit organization and gain a skill set that will help the organization to thrive. Topics that will be covered include:

- Types of Jobs available in the Nonprofit Sector
- Vision, Mission and Branding
- Communications: Outreach, Social Media Marketing
- Membership Growth and Retention
- Build Your Capacity on a Limited Budget

6 sessions: 18 hrs, CEU 1.8

MODULE 2 - NONPROFIT MANAGEMENT (NPC-228E)

This module is designed for anyone who might hold a management position with a nonprofit organization and whose responsibilities will include managing staff, setting priorities, delegating tasks, evaluating progress on goals, working with a Board of Directors, and being familiar with legal obligations. Learn firsthand from Executive Directors representing organizations of all sizes as they share their diverse experiences and insights. Topics that will be covered include:

- Setting Mission-Based Priorities
- Managing Staff
- Tackling Workplace Imposter Syndrome
- Networking and Partnerships
- Importance of Fundraising
- Financial Statements
- Legal Compliance Relevant to Nonprofits
- Board Governance

11 sessions: 33 hrs, CEU 3.3

MODULE 3 - GRANT WRITING (NPC-229E)

This module is for anyone who is interested in writing successful grants to secure sustainable sources of funding for a nonprofit organization. Topics that will be covered include:

- Grant Writing to Foundations, Corporations, Other Big Donors
- Grant Management
- Ethics in Grant Writing
- Due Diligence: How to Ensure that your Funds are Renewed
- Working as an In-House Grant Professional vs. a Consultant 12 sessions: 36 hrs, CEU 3.6

MODULE 4 - FUNDRAISING (NPC-230E)

This module is for anyone involved with helping to raise funds for a nonprofit organization. Topics that will be covered include:

- Donor Trends
- Donor Engagement and Solicitation Strategies
- Volunteers and Event Planning
- Board Engagement
- Strategic Donor Communication: Crafting Compelling Messages for Fundraising Success
- Intro to Planned Giving
- Creating a Fundraising Plan

16 sessions: 48 hrs, CEU 4.8

Instructors will contact students with instructions for connecting to class online, using default email address on file. Make sure your email address on file is current!



ACCOUNTING **1 2 3 3 4 4 5**





Our accounting series provides increasing knowledge of how to effectively manage transactions for a business. Students with no prior bookkeeping or accounting knowledge must start with Accounting Basics for Non-Accountants. Students with prior experience may enroll in Accounting Fundamentals. Strong computer skills and completion of all prerequisite accounting courses are required for those seeking certification as a QuickBooks professional.

Course #	Course Title	Date	Days	Time	Location	Cost
88231	Accounting Basics for Non-Accountants	Sept 18-Oct 2	Wed	6:30-9:30 p.m.	CH 156	\$249
88232	Accounting Fundamentals and More	Mandatory Orientation, Oct 9	Wed	6:30-7:30 p.m	CH 156	\$399
00232	Accounting rundamentals and Mole	Oct 16-Nov 13	wed	6:30-9:30 p.m.		
		Mandatory Orientation, Dec 4	_	6:30-7:30 p.m.		
28233	Quickbooks Certification Prep	Dec 11-Feb 5 (No class Dec 25, Jan 1)	Wed	6:30-9:30 p.m.	CH 156	\$699

^{*}Textbook(s) required. See course description on website.

ACCOUNTING BASICS FOR NON-ACCOUNTANTS (BDT-161E)

PREREQUISITE: This is an introductory course on the basics of accounting. Basic computer skills are essential. A personal computer with Windows 10, while not needed, is helpful. A computer is required for the next classes in this program series.

If you have never had a bookkeeping or accounting course and the words "t-account" or "debit and credit entries" sound like a foreign language, you need to start here to advance in this series. Understand the theories and practices behind accounting, the process of recording financial transactions and then summarizing, analyzing and reporting these transactions. This class will equip you with the foundational knowledge to be successful in the Accounting Fundamentals and More course. 3 sessions: 9 hrs, CEU 0.9

INSTRUCTOR: CCM Staff

ACCOUNTING FUNDAMENTALS AND MORE (BDT-124E)

PREREQUISITE: Accounting Basics for Non-Accountants, or accounting/ bookkeeping knowledge or prior work experience. Students should have a personal computer with Windows 10 and have strong computer skills. Students will receive CCM student credentials to access MS Excel. Apply double entry bookkeeping and then dig deeper into the analysis and recording of financial transactions and financial statements. Get hands-on experience in accounts receivable, accounts payable, payroll procedures, sales taxes and common banking activities. Understand the role of the three main accounting statements: balance sheet, income statement and cash flow. This course is a prerequisite for QuickBooks. Students will receive information on the class structure, use of Excel and how to access MS Excel.

6 sessions: 15 hrs, CEU 1.5 INSTRUCTOR: CCM Staff

QuickBooks is an industry leader among business accounting and bookkeeping software. Validate your knowledge and boost your career through obtaining certification.



QUICKBOOKS CERTIFICATION PREP WITH EXAM **VOUCHER (BDT-146E)**

PREREQUISITE: Accounting Fundamentals or a minimum of one year work-related bookkeeping or accounting experience is required. Students must have good computer skills, along with a personal computer with Windows 10. Students receive CCM student credentials to access the QuickBooks software. Students who register for this class, and do not have the prerequisite knowledge, will be limited in their ability to participate in this course. If in doubt, please contact Workforce Development at wfd@ccm.edu prior to enrolling. A QuickBooks certification exam voucher is included with the course. QuickBooks is a computerized accounting system commonly used in small-to-medium sized businesses. Learn to create purchase orders, track sales and expenses, produce and manage invoices, monitor financial records and more. This course uses QuickBooks, emphasizing the cloud version, with an introduction to the QuickBooks desktop version. The course will help you prepare for the QuickBooks certification exam. Students will receive information on how to download the student version of QuickBooks directly from Intuit and learn more about the QuickBooks certification process.

This class, and the information you will learn, is not a substitute for professional accounting and tax advice. Instructors are unable to advise students on specific issues.

8 sessions: 22 hrs, CEU 2.2 INSTRUCTOR: CCM Staff













CONTABILIDAD - NEW! ACCOUNTING FOR SPANISH SPEAKERS 💋 🗹 🦰





Nuestra serie de contabilidad secuencial proporciona un conocimiento cada vez mayor de cómo manejar de manera efectiva las transacciones de una empresa. Domina la contabilidad computarizada utilizando QuickBooks y prepárate para la certificación como profesional de QuickBooks. Fortalece tus habilidades en computación y completa todos los cursos de contabilidad que son prerrequisitos necesarios para aquellos que buscan la certificación. Los estudiantes que no posean conocimientos previos de teneduría de libros o contabilidad deberán comenzar con Conceptos Básicos de Contabilidad para No Contadores. Los estudiantes con experiencia previa pueden inscribirse en Fundamentos de Contabilidad

Course #	Course Title	Date	Days	Time	Location	Cost
88241	Contabilidad Básica para No-Contadores	2 al 16 de octubre	Miércoles	6:30-9:30 p.m.	EH 211	\$249
		Orientación obligatoria, 23 de octubre		6:30-7:30 p.m		
88242	88242 Fundamentos de Contabilidad y Mas	30 de octubre al 4 de diciembre (no habrá clases el 27 de noviembre)	Miércoles	6:30-9:30 p.m.	EH 211	\$399
	Preparación para La Certificación de	Orientación obligatoria, 11 de diciembre		6:30-7:30 p.m.		
28243	Quickbooks	18 de diciembre al 12 de Febrero (no hay clases 25 de diciembre al 1 de enero)	Miércoles	6:30-9:30 p.m.	EH 211	\$699

INSTRUCTOR: Ariel Mojena, CPA

*Se requieren libro(s) de texto. Ver descripción del curso en el sitio web.

CONTABILIDAD BÁSICA PARA NO-CONTADORES (BDT-167E)

PRERREQUISITO: Este es un curso introductorio sobre los fundamentos de la contabilidad. Los estudiantes usarán computadoras en el aula y las habilidades básicas de computación serán esenciales. Un ordenador personal con Windows 10, aunque no es necesario, es útil. Para las siguientes clases de ésta serie deprogramas se requerirá de una computadora.

Si nunca has tenido un curso de teneduría de libros o contabilidad y las palabras "cuenta t" o "asientos de débito y crédito" suenan como un idioma extranjero, debes comenzar aquí para avanzar en esta serie. La comprensión de las teorías y prácticas detrás de la contabilidad, que es el proceso de registrar las transacciones financieras y luego resumir, analizar y reportar estas transacciones, es la base de esta clase. Esta clase le equipará con el conocimiento básico para tener éxito en los Fundamentos de Contabilidad y demás cursos. 3 sesiones: 9 horas, CEU 0.9

FUNDAMENTOS DE CONTABILIDAD Y MAS (BDT-168E)

PRERREQUISITO: Conceptos básicos de contabilidad para no contadores, o conocimientos de contabilidad / teneduría de libros, experiencia laboral previa. Los estudiantes deben tener una computadora personal con Windows 10 y tener fuertes habilidade en computación. Los estudiantes recibirán credenciales de estudiantes de CCM para acceder a MS Excel.

Aplicar contabilidad de partida doble y luego profundizar en el análisi registro de transacciones financieras y estados financieros. Obtenga experiencia práctica en cuentas por cobrar, cuentas por pagar procedimientos de nómina, impuestos sobre las ventas y actividades bancarias comunes. Comprenda el papel de los tres estados financieros principales: Balance, estado de resultados y flujo de efecti Este curso es un requisito previo para QuickBooks. Durante la orientación de una hora antes del trabajo de curso, los estudiantes recibirán información sobre la estructura de la clase, el uso de Excel y cómo acceder a MS Excel si un estudiante no tiene el software.

6 sesiones: 15 horas, CEU 1.5



PREPARACIÓN PARA LA CERTIFICACIÓN DE QUICKBOOKS CON CUPÓN DE EXAMEN (BDT-169E)

PRERREQUISITO: Se requieren fundamentos de contabilidad o un mínimo de un año de experiencia en contabilidad o trabajo relacionado con la teneduría de libros. Los estudiantes deben tener buenas habilidades en computación, junto con una computadora personal con Windows 10. Los estudiantes reciben redenciales de estudiante de CCM para acceder al programa de QuickBooks. Los estudiantes que se inscriban en esta clase, y no tengan el conocimiento previo, se verán limitados en su capacidad para participar en este curso. Si tiene alguna duda, comuníquese con Workforce Development enwfd-ccm.edu antes de inscribirse. El cupón de examen de certificación en QuickBooks está incluido en el curso. QuickBooks es un sistema de contabilidad computarizado comúnmente utilizado en pequeñas y medianas empresas. Los estudiantes aprenden a crear órdenes de compra, rastrear ventas y gastos, producir y administrar facturas, monitorear registros financieros y más. Este curso utiliza QuickBooks, haciendo énfasis en la versión de la nube, con una introducción a la versión de escritorio de QuickBooks. El curso lo ayudará a prepararse para el examen de certificación de QuickBooks.

Durante una hora de orientación, antes del curso, los estudiantes recibirán información sobre cómo descargar la versión para estudiantes de QuickBooks directamente desde Intuit y aprender más acerca del proceso decertificación de QuickBooks y el esquema del curso. Esta clase, y la información que aprenderá, no sustituye el asesoramiento contable y fiscal profesional. Los instructores no pueden asesorar a los estudiantes en temas específicos.

8 sesiones: 22 horas, CEU 2.2



CCM

GRANT-SUPPORTED

TRAINING FOR NEW JERSEY BUSINESSES

To qualify,

your employer must be a New Jersey non-governmental business. If not qualified, contact us for options.

Before registering,

please note attendance is required at all class sessions for this grant program.

See courses that would benefit your organization?

CCM offers dedicated customized training to groups of 10 or more to address specific business needs. Delivery is available at your site, Remote-Live or on CCM's campus.

Questions about this program?

Email cbt@ccm.edu or call 973-328-5188

Scan the QR code for more information:





GRANT-SUPPORTED TRAINING SCHEDULE AT A GLANCE

View Prerequisites and descriptions at www.ccm.edu/programs/grant-supported-training

Month	Course Name	Dates	Times	Sessions	Hours	CEU	Location
	Excel for Beginners	9/9 - 9/10	9 AM - 1 PM	2	8	0.8	Remote-Live
	Introduction to Microsoft Office and 365	9/10 - 9/12	4 - 7 PM	2	6	0.6	Remote-Live
	Excel Intermediate	9/11 - 9/12	9 AM - 1 PM	2	8	0.8	Remote-Liv
	Excel: Pivot Tables & Beyond	9/13 - 9/13	9 AM - 1 PM	1	4	0.4	Remote-Liv
α	Top Excel Tools for Efficiency	9/16 - 9/17	9 AM - 12 PM	2	6	0.6	Remote-Liv
B	Microsoft Word	9/17 - 9/26	4 - 6 PM	4	8	0.8	Remote-Liv
SEPTEMBER	Women in Leadership	9/18 - 9/19	1 - 4 PM	2	6	0.6	Remote-Liv
TH.	PowerPoint Introduction	9/18 - 9/19	9 AM - 1 PM	2	4	0.8	Remote-Liv
S	Excel Functions: Enhance Your Worksheets	9/20 - 9/27	9 AM - 1 PM	2	8	0.8	Remote-Liv
	Excel for Beginners	9/23 - 9/24	9 AM - 1 PM	2	8	0.8	Remote-Liv
	Excel Advanced	9/23 - 9/25	9 AM - 1 PM	2	8	0.8	Remote-Liv
	Excel Intermediate	9/25 - 9/26	9 AM - 1 PM	2	8	0.8	Remote-Liv
	Outlook in a Nutshell	9/30 - 10/2	4 - 7 PM	2	6	0.6	Remote-Liv
	Top Excel Tools for Efficiency	10/1 - 10/2	9 AM - 12 PM	2	6	0.6	Remote-Liv
	Blueprint Reading and Measurements	10/2 - 10/2	9 AM - 4 PM	1	6	0.6	AME-136
	PowerPoint Introduction	10/7 - 10/7	9 AM - 1 PM	1	4	0.4	Remote-Liv
	Excel: Pivot Tables & Beyond	10/11 - 10/11	9 AM - 1 PM	1	4	0.4	Remote-Liv
	Computer Basics	10/12 - 10/12	9 AM - 1 PM	1	4	0.4	HH-215
	Excel for Beginners	10/14 - 10/15	9 AM - 1 PM	2	8	0.8	Remote-Liv
~	Women in Leadership	10/14 - 10/17	1 - 4 PM	2	6	0.6	Remote-Liv
HH -	Microsoft SharePoint	10/15 - 10/17	4 - 7 PM	2	6	0.6	Remote-Liv
OCTOBER	Geometric Dimensioning and Tolerancing	10/16 - 10/16	9 AM - 4 PM	1	6	0.6	AME-136
8	Excel Intermediate	10/16 - 10/17	9 AM - 1 PM	2	8	0.8	Remote-Liv
	Excel Functions: Enhance Your Worksheets	10/18 - 10/25	9 AM - 1 PM	2	8	0.8	Remote-Li
	Self Advocacy & Negotiation	10/21 - 10/22	1 - 4 PM	2	6	0.6	Remote-Li
	Introduction to Microsoft Office and 365	10/21 - 10/23	4 - 7 PM	2	6	0.6	Remote-Li
	Excel Advanced	10/21 - 10/23	9 AM - 1 PM	2	8	0.8	Remote-Liv
	Excel for Beginners	10/22 - 10/23	9 AM - 1 PM	2	8	0.8	Remote-Li
	Excel Intermediate	10/28 - 10/29	9 AM - 1 PM	2	8	0.8	Remote-Li
	Excel for Beginners	11/4 - 11/5	9 AM - 1 PM	2	8	0.8	Remote-Liv
	Microsoft SharePoint	11/4 - 11/5	4 - 7 PM	2	6	0.6	Remote-Li
			9 AM - 4 PM	2		1.2	AME-136
	Introduction to Manual Machining	11/5 - 11/6		4	12		
	Microsoft Word	11/5 - 11/14	4 - 6 PM		8	0.8	Remote-Liv
α	Excel Intermediate	11/6 - 11/7	9 AM - 1 PM	2	8	0.8	
	Excel: Pivot Tables & Beyond	11/8 - 11/8	9 AM - 1 PM	1	4	0.4	Remote-Liv
ΣШ	Computer Basics	11/9 - 11/9	9 AM - 1 PM	1	4	0.4	HH-215
NOVEMBER	PowerPoint Introduction	11/11 - 11/11	9 AM - 1 PM	1	4	0.4	Remote-Liv
Z	Top Excel Tools for Efficiency	11/12 - 11/13	9 AM - 12 PM	2	6	0.6	Remote-Liv
_	Introduction to CNC	11/12 - 11/19	9 AM - 4 PM	2	12	1.2	AME-136
	Excel Functions: Enhance Your Worksheets	11/15 - 11/22	9 AM - 1 PM	2	8	0.8	Remote-Li
	Excel Advanced	11/18 - 11/20	9 AM - 1 PM	2	8	0.8	Remote-Li
	Outlook in a Nutshell	11/19 - 11/21	4 - 7 PM	2	6	0.6	Remote-Li
	Sharepoint for M365 Owner Training	11/26 - 12/5	4 - 6 PM	4	8	0.8	Remote-Li
	Excel for Beginners	12/2 - 12/3	9 AM - 1 PM	2	8	0.8	Remote-Li
	Respect in the Workplace	12/3 - 12/5	1 - 4 PM	2	6	0.6	Remote-Li
<u>د</u>	Excel Intermediate	12/4 - 12/5	9 AM - 1 PM	2	8	0.8	Remote-Li
DECEMBER	Excel: Pivot Tables & Beyond	12/6 - 12/6	9 AM - 1 PM	1	4	0.4	Remote-Li
E C	PowerPoint Introduction	12/9 - 12/9	9 AM - 1 PM	1	4	0.4	Remote-Li
DE	Top Excel Tools for Efficiency	12/10 - 12/11	9 AM - 12 PM	2	6	0.6	Remote-Li
	Implicit Bias in the Workplace	12/12 - 12/13	1 - 4 PM	2	6	0.6	Remote-Li
	Excel Functions: Enhance Your Worksheets	12/13 - 12/20	9 AM - 1 PM	2	8	0.8	Remote-Li
	Excel Advanced	12/16 - 12/18	9 AM - 1 PM	2	8	0.8	Remote-Li

ADVANCING YOUR CAREER - STRATEGIES AND HOW-TOS FOR ALL CAREER EXPLORERS

A FREE COMMUNITY SERVICE offered by the Center for Workforce Development to help everyone, employed or unemployed, to plan, network and learn the best practices from professionals who coach and teach what is needed while you are ADVANCING YOUR CAREER!

Tuesday evenings, 6:30-8:00 PM, September through December, 2024, as remote with live instruction via Zoom.

REGISTRATION IS REGUIRED at https://www.ccm.edu/programs/advancing-your-career/
Instructors will email login details at least 24 hours before the start of each workshop. Check your spam folder.

Please only register for the workshops you will attend and place a reminder on your calendar. Spots are limited.

FOCUS TOPIC / ADVANCING YOUR CAREER STRATEGIES	FACILITATOR	PICK ONLY ONE DATE PER TOPIC – workshops do not need to be taken in orde		
Career Exploration & Planning 101 Ready to embark on your career or thinking about changing to a new field or industry and don't know where to begin? Learn how to identify and explore potential career options, set SMART goals, and create a plan to help you get started.	Michele Johnson	September 10	October 15	December 3
Career Boost Trio: Resumes, Cover Letters and LinkedIn Profile Enhance your job search with a well-constructed resume and cover letter and standout LinkedIn profile. Learn best practices to gain the attention of hiring managers and land that interview!	Christy Bouziotis	September 17	October 22	November 26
Leveraging Technology in Your Job Search Make your job search more effective! With the advent of AI, technology is more pervasive than ever in job search. Learn what websites, platforms and AI tools are available to help you apply for jobs, boost search strategies and prepare for interviews.	Kathy Vincelette	September 24	October 29	November 19
The Interview: Putting It All Together Learn the secret to answering questions that come at all stages of the interview process. Find out ways to present yourself successfully, whether in-person or virtually.	Susan Christensen	October 1	November 5	December 10
NEW TOPIC! Ageism: Job Search Over 50 Navigating the job market as an older worker can indeed present challenges due to ageism. Learn strategies you can employ to overcome these obstacles and leverage your experience to your advantage and position yourself for success in your job search.	Linda Trignano	October 8 and	d November 12	

Additional information for unemployed, underemployed or dislocated individuals, including possible grant funded educational vouchers for training, can be found in FAQs at https://www.ccm.edu/workforce-development/

VIRTUAL INFORMATION SESSIONS

Explore our programs! The Center for Workforce Development team will guide you through our programs, step by step. Learn about tuition assistance, minimum requirements, industry credentials, job outlook and major employers in the fields of:

HEALTH CARE • COMPUTER/TECHNOLOGY
ENGINEERING/MANUFACTURING • BUSINESS
AND MORE...

Schedules and registration available at https://www.ccm.edu/programs/workforce-development-information-sessions/

VIRTUAL INFORMATION SESSION

September 5, 6-7 p.m. Scan QR code for details.



COMPUTING AND INFORMATION **TECHNOLOGIES**

DATA ANALYTICS AND VISUALIZATION 🕖 🖾 🤒



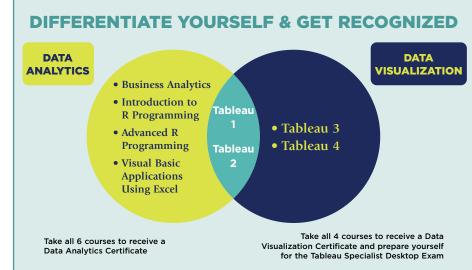




All companies, large and small, are using data to improve operations and financial performance. Data science allows companies to make data-driven decisions in marketing, sales, finance, purchasing and more. Through a progression of courses at CCM, you can earn a Certificate in Data Analytics or Data Visualization.

The Data Analytics and Visualization program will allow you to network and experience data from multiple professional perspectives. Explore data from various industries as your instructors guide you through learning these tools.

With CCM's expert team of Data Analytics and Visualization instructors, you will learn one of the most highly sought after skill sets, where analysis of data elements and the ability to tell a story with data are driving business decisions, large and small.



DATA ANALYTICS CERTIFICATE PROGRAM

PREREQUISITE: A solid foundation in Microsoft Excel; some programming knowledge is helpful.

The CCM Certificate in Data Analytics, offered through the Center for Workforce Development, provides participants with data acumen in the areas of data manipulation, visualization and interpretation. To obtain your certificate, you must take the following courses. Classes may be taken in any order. Students will need to save their work to their local computer or a flash drive.

Fall 2024 Schedule

Course #	Course Title	Date	Days	Time	Location	Cost
88874	Business Analytics with Excel	Sept 10-17	Tues and Thurs	6:30-8:30 p.m.	Remote-Live	\$299
88875	Tableau I	Sept 19- Oct 1	Tues and Thurs	6:30-8:30 p.m.	Remote-Live	\$499
88876	Tableau II	Oct 3-15	Tues and Thurs	6:30-8:30 p.m.	Remote-Live	\$499
88873	Visual Basic Applications in Excel	Nov 19-26	Tues and Thurs	6:30-8:30 p.m.	Remote-Live	\$299

Spring 2025 Schedule

28871	Introduction to R Programming	Jan 14-21	Tues and Thurs	6:30-8:30 p.m.	Remote-Live	\$299
28872	Advanced R Programming for Data Science	Jan 23-Feb 6	Tues and Thurs	6:30-8:30 p.m.	Remote-Live	\$499

INSTRUCTORS: Kelly Fitzpatrick, MA, CFA, Tableau Desktop Specialist, Lakeisha Garret, MBA, Weiwen Li, MA, Shehroz Malik, BS, CCM Staff

*Textbooks are included.



BUSINESS ANALYTICSWITH EXCEL (CPC-629E)

PREREQUISITE: Proficient/ intermediate knowledge of MS Excel.

Learn how data science is applied in business. Explore concepts in correlation, regression analysis, hypothesis testing and multivariate analysis. Learn how correlation helps to understand portfolio diversification and design. 'What If' analysis will be covered utilizing the Solver and Goal Seek features of Excel.

3 sessions: 6 hrs, CEU 0.6 INSTRUCTOR: Lakeisha Garret, MBA

VISUAL BASIC (VB) APPLICATIONS IN EXCEL (CPC-624E)

PREREQUISITE: Proficient knowledge of MS Excel.
Learn to record macros, read, write and debug VB code, pass lists and floating variables though VB, use conditional statements and create input and message boxes. At the end of this course, students will be familiar with the VBA programming language as it applies to Microsoft Excel and will apply this knowledge to make interactive and fully functional spreadsheets.

3 sessions: 6 hrs, CEU 0.6

INSTRUCTOR: CCM Staff

INTRODUCTION TO R PROGRAMMING (CPC-631E)

PREREQUISITE: Proficient knowledge of MS Excel.
R's widespread popularity to analyze large data sets makes it an essential tool in almost every field. The course will cover exploratory data analysis techniques, visualization methods, modeling and ideas in reproducible research using packages from base R. Students will learn the basic syntax for R and how functions and packages work.
3 sessions: 6 hrs, CEU 0.6

INSTRUCTOR: Weiwen Li, MA

ADVANCED R PROGRAMMING FOR DATA SCIENCE (CPC-603E)

PREREQUISITE: Proficient knowledge of MS Excel and the Introduction to R Programming course or some programming knowledge.

Expanding on the topics covered in the Introduction to R Programming course, students learn the use of the Tidyverse and the ggplot2, dplyr and tidyr packages. In addition, advanced data science methods such as k-means, clustering and dendrograms will be covered.

5 sessions: 10 hrs, CEU 1.0

INSTRUCTOR: Weiwen Li, MA

DATA VISUALIZATION CERTIFICATE PROGRAM

The CCM Certificate in Data Visualization offered through the Center for Workforce Development provides participants with an understanding of a visualization tool that presents large amounts of complex data in an easy to understand format. Visualizing data in the context of charts and graphs makes it easier to identify correlations, patterns, trends or areas that need improvement. By taking all four courses, individuals will be prepared to take the Tableau Desktop Specialist certification exam. To obtain your data visualization certificate, you must take the following courses:

Course #	Course Title	Date	Days Time		Location	Cost
88875	Tableau I	Sept 19- Oct 1	Tues and Thurs	6:30-8:30 p.m.	Remote-Live	\$499
88876	Tableau II	Oct 3-15	Tues and Thurs	6:30-8:30 p.m.	Remote-Live	\$499
88877	Tableau III	Oct 17-29	Tues and Thurs	6:30-8:30 p.m.	Remote-Live	\$499
88878	Tableau IV	Nov 5-14	Tues and Thurs	6:30-8:30 p.m.	Remote-Live	\$499

INSTRUCTOR: Shehroz Malik, BS

TABLEAU

Tableau has advanced capability to analyze large datasets using multiple dimensions, and is used to create clear tables and visualizations. Take all four classes to prepare for the Tableau Desktop Specialization Exam, an industry credential.

The course includes a 1-year subscription to Tableau Desktop, an e-textbook from Logical Operations, homework, projects and practice questions.

Following the CCM courses, if you are interested in demonstrating your mastery of Tableau, there are multiple levels of certification available through Tableau. Visit Tableau-Certifications at https://www.tableau.com/learn/certification

TABLEAU I (CPC-618E)

Learn Tableau fundamentals as well as connecting and preparing data, exploring data and managing, sorting and grouping data. 4 sessions: 8 hrs, CEU 0.8

TABLEAU II (CPC-619E)

Continue by saving and sharing, filtering data, custom visualizations and creating maps, dashboards and stories.

4 sessions: 8 hrs, CEU 0.8

TABLEAU III (CPC-632E)

Move beyond fundamentals to perform advanced data visualization. Blend data to visualize relationships, join data, access data in PDFs and refine your visualizations with sets and parameters.

4 sessions: 8 hrs, CEU 0.8

TABLEAU IV (CPC-633E)

Complete the CCM Tableau series and earn your Data Visualization Certificate. Manipulate data, visualize data with advanced calculations, perform statistical analyses, forecast and learn to enrich visualizations, dashboards and maps. 4 sessions: 8 hrs, CEU 0.8



















An increasing number of businesses rely on computer code and on individuals who are versed in a range of programming languages. Coding is not a skill limited to the technology sector. Individuals with coding skills may find careers in hospitals or manufacturing, as well as in high-tech companies. According to the Bureau of Labor Statistics (BLS), programmers earn a median salary of \$86,550 per year.

For all courses, students will need to save their work to their local computer or a flash drive.

CERTIFIED ENTRY-LEVEL PYTHON PROGRAMMER CERTIFICATION (PCEP)

Certified Entry-Level Python Programmer certification (Exam PCEP-30-0x) is a professional credential that measures the candidate's ability to accomplish coding tasks related to the essentials of programming in the Python language. To sit for the exam, a student should demonstrate sufficient knowledge of the universal concepts of computer programming, the syntax and semantics of the Python language, as well as the skills in resolving typical implementation challenges with the help of the Python Standard Library. PCEP is the starting point to launch a career in software development, Python programming and related technologies! Please check that your computer software is compatible with Python prior to registration.

Course #	Course Title	Date	Days	Time	Location	Cost
88321	Introduction to Coding and Computer Programming	Sept 18-25	Wed	6-9 p.m.	Remote-Live	\$229
88323	Python PCEP Prep Part 1	Oct 2-23	Wed	6-9 p.m.	Remote-Live	\$499
88324	Python PCEP Prep Part 2	Nov 6- Dec 4 (No class Nov 27)	Wed	6-9 p.m.	Remote-Live	\$499

INSTRUCTOR: Priscilla Burke, MA

INTRODUCTION TO CODING AND **COMPUTER PROGRAMMING** (CPC-640E)

If you are new to programming or want to learn more about this in-demand field, you will benefit from this introductory course that provides an overview of programming methodology. Topics covered will include computer science fundamentals (data types, data structures, input/output, functions, sorting/searching, program structure, etc.) and basic algorithms. This course is offered in a flexible format that includes online sessions with a live instructor and additional assignments for students to complete.

2 sessions: 6 hrs, CEU 0.6

PYTHON PCEP PREP PART 1 (CPC-646E)

PREREQUISITE: Introduction to Coding and Computer Programming or prior coding experience.

Python is a general-purpose programming language ideal for any application. This is a great language to start with if you are a beginner, and it is easy for experienced programmers to master. In this course, you will understand basic concepts of software development technology. Obtain the programming knowledge that will allow you to design, write, debug and run programs encoded in the Python language. 4 sessions: 12 hrs, CEU 1.2

PYTHON PCEP PREP PART 2 (CPC-647E)

PREREQUISITE: Python PCEP Prep Part 1. In Part 2, learn the remaining skills to successfully pass the PCEP exam. Learn more advanced aspects of Python programming such as packages, exceptions, file processing and coding techniques and gain helpful tips for exam preparation. Upon completion of part 2, you will receive your exam voucher to be redeemed with the Python Institute.

4 sessions: 12 hrs, CEU 1.2



Instructors will contact students with instructions for connecting to class online, using default email address on file. Make sure your email address on file is current!



COUNTY COLLEGE OF MORRIS

core III Skills Career BOOTCAMP









CORE IT SKILLS CAREER BOOTCAMP

Benefits of teaming up with the Center for Workforce Development for your training:

- 1. Begin with the foundations and become certified in:
 - CompTIA A+ Core 1
 - CompTIA A+ Core 2
 - CompTIA Network+
- 2. ALL STUDY MATERIALS, testing vouchers, plus tools and equipment

ARE INCLUDED to ensure you have everything you need to succeed

- 3. Go from TECH BEGINNER to IT PROFESSIONAL in only 8 weeks
- **4.** We are committed to your successful employment. Career advancing benefits are built into the program such as:
 - Career Preparation Workshops Resume Writing and Interview preparation
 - Direct Career Placement Opportunities Interviews with participating employers are included

VISIT OUR WEBSITE TO REGISTER FOR OUR UPCOMING INFORMATION SESSIONS:

Thurs, August 1, 6-7PM Thurs, August 15, 6-7PM

START DATE is Monday, October 21, 2024 Monday through Friday 10:00 a.m. to 3:00 p.m.

Total cost: \$3,750



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Visit website to learn more!
www.ccm.edu/programs/comptia-certifications/



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CompTIA® is the industry standard for IT professionals and a necessity for future career growth in the field. As a CompTIA® Academic Partner, we bring you the best instructor-led training with CompTIA's highly regarded course materials and certification exam prep. Experience the difference with hands-on, in-person classes in CCM's IT labs, receive CompTIA's official CertMaster student guides & e-learning resources as well as any required certification exam vouchers, all included in our package at a special discounted price. As a CompTIA® Academic Partner, we can offer more than \$700 OF SAVINGS compared to other training providers' bundles and resources.

VIRTUAL INFORMATION SESSION: SEPTEMBER 5, 6-7 P.M.

Pre-Registration Required: https://www.ccm.edu/programs/workforce-development-information-sessions/

Course #	Course Title	Date	Days	Time	Location	Cost
88861	CompTIA® A+ Core 1/Core 2	Sept 21-Nov 23	Sat	8:30 a.m 3 p.m.	EH 216	\$1,499
88862	CompTIA® Network+	Sept 30-Dec 9 (No class Nov 28)	Mon and Thurs	6:30- 8:30 p.m.	Remote-Live	\$1,119

INSTRUCTOR: CCM Staff

"Do you have any IT experience?"

Answer "YES!" to this interview question by showing your qualifications with CompTIA® certifications that help you stand out!

COMPTIA® A+ SERIES COMPUTER TECHNICIAN CORE

COMPTIA® A+ CORE 1/ **CORE 2 (CPC-644E)**

PREREQUISITE: Working knowledge of personal computers. Launch your IT career by becoming a CompTIA® A+ certified professional. This course covers basic computer hardware, operating system support, networking, Cloud concepts and computer security - exactly the skills that hiring managers want their entry-level workers to bring to the job. Gain insight into multiple operating systems, including Linux, Windows and Mac. Learn fundamental skills to be able to build a computer and configure, troubleshoot, maintain and upgrade systems hardware. Learn how a processor works, how memory is used and how mobile devices work (Apple or Android). Course includes materials, e-learning platform and Core 1—220-1101 and Core 2-220-1102 exam vouchers

10 sessions: 60 hrs, CEU 6.0

COMPTIA® NETWORK+ CERTIFICATION

COMPTIA® NETWORK+ (CPC-606E)

PREREQUISITE: Must be able to configure and support PC, laptop and mobile (smartphone/ tablet) to take this course. Achieving the CompTIA® Network+ certification validates that the holder has the knowledge and skills required to troubleshoot, configure and manage common network wireless and wired devices; and understand and maintain network documentation

In this course, learn how to establish network connectivity by deploying wired and wireless devices, understand and maintain network documentation as well as master basic network services, data center, cloud and virtual networking concepts. 20 sessions: 40 hrs, CEU 4.0

The following courses will be offered Spring 2025

COMPTIA® SECURITY+ **CERTIFICATION**

COMPTIA® SECURITY+ (CPC-611E)

PREREQUISITE: It is necessary to have the following skills and knowledge to take this course:

- An understanding of compliance and how network, operational and application security work.
- Configuring and managing network users, groups and shared resources.
- Familiarity with access control measures, authentication, security policy and firewalls.
- A+ and Net+ certifications is recommended, or 5+ years of related industry experience. This course covers in-depth security concepts, hardware, operating system support, Cloud concepts and penetration testing while emphasizing hands-on practical skills to address network issues. Learn the skills to install and configure systems to secure applications, networks and devices; perform threat analysis and respond with appropriate mitigation techniques; and develop awareness of applicable policies, laws and regulations.

20 sessions: 40 hrs, CEU 4.0

COMPTIA® CYBERSECURITY ANALYST (CYSA+) **CERTIFICATION**

COMPTIA® CYBERSECURITY ANALYST (CYSA+) (CPC-648E)

PREREQUISITE: It is necessary to have the following skills and knowledge to take this course:

- A working knowledge of best practices for network and security configuration.
- An understanding of compliance and how network, operational and application security work.
- Network+ and Security+ certifications or equivalent knowledge are recommended or 5+ years as an incident response or security operations center (SOC) analyst or equivalent industry experience.

This course covers leverage intelligence and threat detection techniques; analyzes and interprets data and identifies vulnerabilities. It focuses on the latest trends and techniques in risk management and mitigation and enables students to identify preventative measures and effectively recover from incidents.

20 sessions: 40 hrs, CEU 4.0

scan here »



^{*}Textbook(s) required. See course description on website.

MICROSOFT OFFICE SUITE • !

Whether you are looking for a new job, pursuing advancement opportunities or want to gain skills to become more productive in your current job, knowledge of the Microsoft Office suite of applications and validation of proficiency is crucial in today's work environment. Your ability to utilize Microsoft applications will open doors and improve your ability to compete in the workforce.

MICROSOFT OFFICE EXCEL MO-200 CERTIFICATION PREP (MOS-312E)

Microsoft Excel proficiency is one of the most sought-after skills in today's job market. Demonstrate your mastery of Excel by becoming MO-200 Microsoft Excel Certified. Work with Excel spreadsheets in simple to sophisticated ways and learn all skills necessary to pass the MOS Excel certification exam. Certification preparation includes live practice with the instructor with guidance in using the GMetrix learning management system. Course includes an exam voucher for the Microsoft Office Specialist: Excel Associate (Excel and Excel 2021), MO-200 exam, at CCM's state-of-the art Testing Center. On the first day of class, receive your test access code, GMetrix self-study modules, GMetrix timed exam practice sessions, 1 practice exam, the Certification Exam and 1 exam retake. CCM's Testing Center is located in the Learning Resource Center.

CCM instructors utilize the Windows operating system to teach computer-based courses and Microsoft applications. Students must have a laptop or PC with the Windows operating system for this class. Note that if you are using a non-Windows based laptop or other operating system, your screen will look different than the instructor's and you will NOT be able to download practice materials.

EXPLORE OPTIONS TO IMPROVE SKILLS OR GET CERTIFIED

CERTIFICATION BENEFITS

- Reflect proven technical skills with an industry valued credential, Microsoft Office Specialist (MOS)
- Get a professional edge by providing globally recognized, industry endorsed evidence of skills mastery
- Guarantee potential employers of your skill set competence
- Increase your visibility and hiring potential
- Realize higher wages; MOS certification can earn an entry-level business employee as much as \$16,000 more in annual salary than non-certified peers
- Build confidence and competency in using Microsoft applications
- Certification does not expire

REMOTE-LIVE OPTION

Sat, Oct 5-Nov 9, 9 a.m.-1 p.m.

Remote-Live

6 sessions: 24 hrs, CEU 2.4

Course: 88731 Cost: \$499

INSTRUCTOR: Rreze Zejnullahi-Berisha, MA

IN-PERSON OPTION

Wed, Sept 18-Nov 13

Mandatory Orientation, Sept 18, 5:30-6:30 p.m. Class dates: Sept 25-Nov 13, 5:30-8:30 p.m.

On campus: HH 114

9 sessions: 24 hrs, CEU 2.4

Course: 88732 Cost: \$499

INSTRUCTOR: Elissa DeRose-Rizzo, MA, MLIS

FOR ALL OF YOUR MICROSOFT OFFICE TRAINING NEEDS, CHECK OUT THESE SPECIAL FOCUS TOPICS AND SIGN UP TODAY!



SPECIAL DATA ANALYTICS TOPICS IN EXCEL

For full descriptions of the courses, see page 14.

BUSINESS ANALYTICS WITH EXCEL VISUAL BASIC (VB) APPLICATIONS IN EXCEL

GRANT-FUNDED - NO-COST COURSES MICROSOFT APPLICATIONS FOR EVERY PROFESSIONAL

For full descriptions of these NO-COST COURSES and information on how to qualify, see schedule and scan QR code on pages 10-11.

WHAT'S IN THE CLOUD: INTRODUCTION TO MICROSOFT OFFICE (365)

EXPLORING AND UNDERSTANDING HOW TO USE MICROSOFT SHAREPOINT

OUTLOOK IN A NUTSHELL POWERPOINT INTRODUCTION

MICROSOFT WORD FOR BEGINNERS

EXCEL FOR BEGINNERS

EXCEL INTERMEDIATE

EXCEL ADVANCED

TOP EXCEL TOOLS FOR EFFICIENCY















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Earn your credentials at CCM's state of the art Testing Center!

As an authorized testing center, we deliver the world's leading certification exams. From start to finish - CCM is your companion in your educational experience.

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Earn any of the following credentials at CCM!

- AWS LEVEL 1 WELDING
- MICROSOFT OFFICE **EXCEL SPECIALIST**
- PROJECT MANAGEMENT - PMP®, CAPM®
- QUICKBOOKS
- CERTIFIED ENTRY-LEVEL **PYTHON PROGRAMMER**

- MANUFACTURING -**NIMS & SOLIDWORKS**
- COMPTIA® A+. **NETWORK+**, **SECURITY+**
- TABLEAU
- ALTERNATE ROUTE TO **TEACHING**
- PTCB CERTIFIED PHARMACY TECHNICIAN
- CERTIFIED NURSE AIDE

Consider these top 5 proven benefits of professional certification and get registered for a certification in your field!

- 1. Realize a **Competitive Advantage**
- 2. Boost Efficiency
- 3. Increase Your Earning Potential
- 4. Establish **Professional Credibility**
- 5. Grow Your **Knowledge and Skills**

Explore the many industry-recognized certification prep classes that we offer. PROFESSIONAL

CERTIFICATIONS can help differentiate you from other job applicants by showing your commitment to ongoing learning and your desire to excel in your profession. The advanced skills gained as you prepare for certification keep you on the cutting edge of your industry, can increase your





























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Climb Higher

Achieve More with a High School Diploma!

From preparation to scheduling your GED exam, CCM is your partner for career and college readiness.

Visit our website or SCAN QR CODE to learn more!







Engineering and Manufacturing Bootcamps

Robotics and Automation Bootcamp

Jump boldly into the future - prepare for a career in smart automation technologies!

In this bootcamp, earn a Smart Automation Certification Alliance (SACA) Level 1 Certification. Learn basic operations competencies such as:

- Concepts & Terminology of Smart Manufacturing
- Basic Setup, Adjustment & Operation of Automated Machines
- Basic Robot Operation & Terminology
- Safety and Hand Tools
- Precision Measurement
- · Blueprint & Schematic Reading
- Basic Electrical Control, Pneumatic,
 & Sensor Systems Operation
- Production Monitoring via HMI, Internet, Ethernet, & Smart
 Phones

Advanced Manufacturing Bootcamp

- Learn Shop Basics, including safety fundamentals
- Manual Machining basics
- Introduction to CAD and CAM
- Earn OSHA 10 certification
- Earn college credits towards an AAS in Mechanical Engineering Technology
- 159 total hours includes 80 shop hours
- Advanced level courses: CAM Fundamentals, NIMS Certification practice

Additional certifications include Level 1 NIMS and SolidWorks. Job Opportunities: Maintenance mechanic technician, manual machinist, CNC machinist, CAD drafter, QA/QC technician, die manufacturer and more!

Employers are ready to interview students for apprenticeship opportunities. Career preparation is available to assist students with mock interviews, social media profiles, resumes and cover letters.

If you are a high school administrator and leader that would like to implement this pathway for your students during HS hours, we also offer these programs for high school students who want to get a jumpstart in the workforce. Please reach out to learn more: ahoffmann@ccm.edu.

FREE FOR VETERANS

STUDENTS: find out which opportunity is best for you! Make an appointment to tour our Advanced Manufacturing facility during **office hours Tues/Thurs 2:30 - 4 p.m.** and get your questions answered. Email: wfd@ccm.edu or call: 973-328-5187.





ENGINEERING AND ADVANCED **MANUFACTURING**



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with your career in **Advanced Manufacturing!**

Scan QR code to find out how!

ENGINEERING AND ADVANCED MANUFACTURING 😂 🕒 🚳 🕙









OVER 800 MANUFACTURING COMPANIES IN MORRIS COUNTY ARE LOOKING FOR EMPLOYEES AND YOU COULD BE ONE! NO PREVIOUS EXPERIENCE REQUIRED!

> PUT YOUR CAREER INTO HIGH GEAR WITH THESE GREAT PROGRAMS. FOR A LIMITED TIME ONLY: THIS PROGRAM IS OF NO COST FOR QUALIFIED CANDIDATES.

> > Email wfd@ccm.edu for more information.

EARN WHILE YOU LEARN! Evening/Weekend and Daytime programs available!

The manufacturing industry is an important part of the economy of northern New Jersey. The industry supports jobs and careers with good wages and benefit packages. County College of Morris is committed to supporting the needs of employers for a well-trained workforce through training classes and programs for their current workers while also providing the skills necessary for job seekers to enter the advanced manufacturing industry. Continue to check the Workforce Development website for up-to-date information on program offerings, dates, times and locations.

CCM PARTNERS WITH NJMEP TO PROVIDE TUITION SUPPORT FOR ANY MANUFACTURING PROGRAM FOR VETERANS AND THEIR IMMEDIATE FAMILY MEMBERS.

ADVANCED MANUFACTURING

APPRENTICESHIPS AND PRE-APPRENTICE BOOT CAMP

Gain the knowledge and skills required to enter the field of Advanced Manufacturing in CCM's Pre-Apprentice Boot Camp.

Course Title	Hours	CEUs	Cost
Shop Basics	33	3.3	\$250
Advanced Manufacturing Core	150	15	\$2,750
CAM Fundamentals	24	2.4	\$500
NIMS Certification Prep	30	3.0	\$500

OUR BOOT CAMP OFFERS:

- · College credits and industry credentials (OSHA-10 and National Institute for Metalworking Skills)
- Interaction and interviews with potential employers
- Use of CCM's state-of-the-art Advanced Manufacturing and Engineering Center
- Tuition assistance
- Ability to continue your training with an Apprenticeship

OUR APPRENTICESHIPS AND JOB PLACEMENTS OFFER:

- Career opportunities after program completion
- Continued development of skills and industry knowledge
- · Continued career growth within 12-24 months
- Wage increase halfway through the apprenticeship and upon completion
- · Fantastic benefit packages and tuition reimbursement

IT'S A FACT:

- There are scholarships available to take this program for FREE!
- CCM has over 100 company partners and counting!













SHOP BASICS (MFG-101E)

Required for all students.

In this introductory course, establish a comprehensive understanding of the manufacturing process, including how to remain safe on the job and in the shop.

ADVANCED MANUFACTURING CORE (MFG-132E)

Building upon the information learned in Shop Basics, Advanced Manufacturing Core provides you with further knowledge in the areas of Blueprint Reading, Geometric Dimensioning & Tolerancing (GD&T), Bench Working Skills, Safety, 2-D AND 3-D Computer Aided Design (CAD), Manual Machining and Computer Numerically Controlled Machines (CNC). After successful completion of this class, students will be eligible to earn OSHA-10 Safety Certification and NIMS: Measurement Material and Safety Certification.

CAM FUNDAMENTALS (MFG-130E)

This class will provide you with the knowledge to create G-Code form 3D models using Computer Aided Manufacturing (CAM). Students will learn how to then use these codes to produce parts on the Computer Numerically Controlled Machines (CNC).

NIMS CERTIFICATION PREP (MFG-108E)

The National Institute for Metalworking Skills (NIMS) Certification Prep class provides students with practice exams and lab time to improve their skills. Students will be eligible to earn the NIMS: Bench Work & Layout certification upon completion of this class.

SMART AUTOMATION CERTIFICATION ALLIANCE (SACA) (MFG-131E)

Industry 4.0 and Smart Automation Technologies are revolutionizing the workplace through the digitization of the manufacturing sector. This is performed using machine learning on cobots, electrical systems and more to automate tasks and processes to boost productivity. Enroll in CCM's SACA Level 1 Certification to prepare you for your career with smart automation technologies.



















COMPUTER AIDED DESIGN (CAD) 🗘 💋 🤒



CCM's focused, streamlined approach to learning all of the basic and advanced features of AutoCAD 2D drawing ensures you will master the powerful tools and applications that this software offers.

Level 1: Fundamentals, Level 2: Beyond Fundamentals and Civil 3D, provide the must-have knowledge and skills needed to secure a position or enhance your existing skill set. Expanded content and advanced features and tools are incorporated into both courses. If you are an existing AutoCAD user with basic knowledge, the Beyond Fundamentals, Level 2 and Civil 3D courses will upgrade your skills to an advanced level. Students will learn by hands-on experience, real world drawing examples and exercises, all in a supervised CAD lab.

Course #	Course Title	Date	Days	Time	Location	Cost
88341	AutoCAD Level 1: Fundamentals	Sept 30- Nov 13	Mon and Wed	6-8 p.m.	AME 103	\$629

INSTRUCTOR: Anthony Gaffney, BA

AUTOCAD LEVEL 1: FUNDAMENTALS (CAD-231E)

This course is a comprehensive introduction for new AutoCAD and AutoCAD LT software users. It incorporates the features, commands and techniques for creating, editing, annotating and printing 2D drawings with AutoCAD. Focused applications for this level include the majority of Draw and Modify tools, Annotation tools for creating text, dimensions and leaders, Creating and Editing Block definitions, Hatching, Page setups with Layouts and titleblocks for plotting, printing and creating PDFs. This course will give the new AutoCAD user a comprehensive foundation to build upon or update existing AutoCAD users' skills with the latest release. 14 sessions: 28 hrs, CEU 2.8

The following course will be offered Spring 2025

AUTOCAD LEVEL 2: BEYOND FUNDAMENTALS (CAD-232E)

Building on the concepts introduced in Level 1, or for the AutoCAD user looking to advance their knowledge of AutoCAD, more advanced features, commands and techniques for production and efficiency will be integrated for creating, editing, annotating and printing drawings. Applications include Dynamic Blocks, Attributes and Fields, External References, Advanced Layer Management tools, Tables, Parametrics and working with the Sheet Set Manager. Also, Program Customization, Aliases, Macros and Tool Palettes, along with an introduction to 3D modeling. 8 sessions: 28 hrs, CEU 2.8

Instructors will contact students with instructions for connecting to class online, using default email address on file. Make sure your email address on file is current!



^{*}Textbook(s) required. See course description on website.

SOLIDWORKS SOLID MODELING CAD 🗘 🕡 🤒



Solid Modeling is the computer modeling of 3D solid objects. The objective of solid modeling is to ensure that every surface is geometrically correct. CAD (Computer Aided Design) allows engineers and designers to build realistic computer models of parts and assemblies. It provides designers with the ability to provide cutaways of a design. The SolidWorks CAD software that students will use in class and at home will allow them to simulate an object from within and outside, as they design, create and animate a digital 3D model.

Course #	Course Title	Date	Days	Time	Location	Cost
88348	SolidWorks	Sept 10-Oct 29	Tues	5:30-8:30 p.m.	AME 134	\$529

INSTRUCTOR: Jeff Stearns, BS

*Textbook(s) required. See course description on website.

SOLIDWORKS (CAD-126E)

SolidWorks is a parametric computeraided design and engineering (CAD/CAE) solid modeling package. Learn about 2D sketching, basic and intermediate 3D functions such as sketches and splines. You will also begin advanced modeling techniques. Begin with fundamental operations in SolidWorks and progress to higher level skills necessary for any designer, drafter or engineer. Students may bring their personal laptops or a flash drive to save their work.

8 sessions: 24 hours, CEU 2.4

MANUFACTURING BASICS 🗘 🕖 🤒



Today's world of Advanced Manufacturing is a blend of fundamental and new skills. Basic blueprint reading is a must-have for everyone from line to leadership. These skills enhancement courses provide novice and experienced workers with new knowledge and refresh the toolkit required of all staff in the manufacturing arena. An understanding of these dynamic process tools is a must-have for all types of companies.

These courses are offered at no cost to qualified New Jersey businesses on our Grant-Supported Training page www.ccm.edu/programs/grant-supported-training/. Center for Workforce Development can offer the following training programs customized to your business needs. Contact cbt@ccm.edu or 973-328-5188.

If you do not qualify to register for these trainings at no cost, please contact cbt@ccm.edu for alternate registration instructions.

Course Title	Date	Days	Time	Location	Cost
Blueprint Reading and Measurements	Oct 2	Wed	9 a.m4 p.m.	AME 136	\$199
Geometric Dimensioning and Tolerancing	Oct 16	Wed	9 a.m4 p.m.	AME 136	\$199
Introduction to Manual Machining	Nov 5-6	Tues and Wed	9 a.m4 p.m.	AME 136	\$379
Introduction to CNC	Nov 12-19	Tues	9 a.m4 p.m.	AME 136	\$379

INSTRUCTOR: Anthony Horbert, AAS, CSWA, CSWPA-WD, CSWPA-SM

BLUEPRINT READING AND MEASUREMENTS (WDT-145E)

Learn how to read shop and engineering blueprints and how to fabricate parts and perform assembly operations. Learn current drafting standards and blueprint reading techniques, review standard lines and symbols, sketching techniques, orthographic projection, auxiliary views, drawings, dimensions, tolerances, sectional views, title block information, machining specifications and specialized forms of engineering drawings. Learn how to draw principal and isometric views and understand how blueprints and tolerances relate to the manufacturing process.

1 session: 6 hrs, CEU 0.6

GEOMETRIC DIMENSIONING AND TOLERANCING (WDT-146E)

This course takes Blueprint Reading one step further. Through incorporating the Geometric Dimensioning and Tolerancing (GD&T) concepts, students will learn CNC machining tolerances, the Datum Reference Frame (DRF), interpretation of symbols, the Feature Control Frame, communicating basic dimensions and material condition modifiers. 1 session: 6 hrs, CEU 0.6

INTRODUCTION TO MANUAL **MACHINING (WDT-217E)**

This course covers precision measurements and elementary theory of cutting and machining methods with emphasis on the proper operation of the manual lathe and the vertical mill.

2 sessions: 12 hrs, CEU 1.2

INTRODUCTION TO CNC (WDT-149E)

This course provides a practical application of computerized product development and related prototyping concepts, as well as exposure to basic G-code programming, machine setup, manual and post processed programs, tool offsets and tool changing. Participants will be able to implement all previously learned prototyping concepts to successfully set up and operate CNC milling and CNC turning centers. 2 sessions: 12 hrs, CEU 1.2













AWS LEVEL 1 WELDING (WDT-215E) 🚷 🚯 🚳 🕒









EARN YOUR INDUSTRY-RECOGNIZED CERTIFICATION IN CCM'S WELDING LAB FOR AN IN-DEMAND CAREER.



In this two-part series, learn the basics of welding in CCM's welding lab in the Advanced Manufacturing and Engineering Center. Welding is an essential skill used in manufacturing and technology. Employers are continually seeking skilled welders for their workforce. Add in preparation for American Welding Society (AWS) certification and be prepared to stand out in the job market!

INFORMATION SESSION: SATURDAY, AUGUST 24, 10-11 A.M.

Pre-Registration Required: https://www.ccm.edu/programs/workforce-development-information-sessions/

Classes are held on Tuesday and Thursday evenings from 5:30-8:30 p.m. AND on Saturdays from 1-5 p.m. Class size is limited to 14 students.

NEXT COHORT STARTS ON SEPTEMBER 17. To fill out the interest form and for further registration information and dates, please visit the website at https://www.ccm.edu/programs/aws-level-1-welding/

INTRODUCTION TO WELDING (WDT-333E)

This course will introduce students to welding technology and welding theory with an emphasis on basic Stick and MIG welding and operating procedures. Additional topics include hand tool and power tool use, measurement, welding career potentials and introduction to welding codes and standards. The objective of this course is to introduce students to the field of welding, build their knowledge from the ground up, and enable them to acquire a range of skills in this industry. Under the guidance of the instructor, students will have the opportunity to practice welding and create a solid welding foundation to prepare them for the AWS Level 1 course.

Cost: \$1,599

AWS LEVEL 1 WELDING (WDT-215E)

PREREQUISITE: 'Introduction to Welding' course, or 1 year of work experience in the welding field.

American Welding Society (AWS) Level 1 certification will prepare you well for the job market. In this 200-hour program, you will learn the differences and applications of the four main welding processes: Flux (FCAW or Flux Cored Arc Welding), Stick (SMAW or Shielded Metal Arc Welding), MIG (Metal, Inert Gas) and TIG (Tungsten, Inert Gas) welding. You will prepare to successfully pass the AWS Level 1 Entry-Welder certification exam. All students will begin with courses that include occupational orientation, basic health and safety of welders and drawing and welding symbol interpretation. Students will be able to rotate into process specific instructional modules upon completion of these courses. In addition to the four welding processes, students will also learn thermal cutting and the foundation of welding inspection and testing.

Cost: \$3,999

This program requires student commitment and attendance over an approximately six-month period. Students are expected to supply their own safety gear/clothing including:

- Safety glasses
- Arc helmet min shade #10
- Shade 5 cutting glasses
- Hearing protection
- Gauntlet welding gloves
- TIG welding gloves
- Work shoes
- Cotton denim or flame-retardant jeans and shirt
- Welding jacket (optional, but highly recommended)

INSTRUCTOR: Joseph Eannetta, Lead Instructor, Certified Welder

Joe, a subject-matter expert, holds multiple certifications including AWS D1.1 structural steel certification using SMAW, FCAW and GMAW, ASME pipe welding certification using SMAW, FCAW and GTAW, as well as multiple OSHA certifications completed over 150 hours of OSHA safety training.

Instructors will contact students with instructions for connecting to class online, using default email address on file. Make sure your email address on file is current!



HEALTH OCCUPATIONS



GO BIG

with your career in Healthcare!

Scan QR code to find out how!

The Center for Workforce Development at County College of Morris offers a range of health occupations training programs to meet the growing demand for entry into healthcare professions, as well as programs for seasoned professionals.

ADDICTIONS COUNSELING PROGRAMS 🕖 🖾 🕒





CERTIFIED ALCOHOL AND DRUG COUNSELOR - CADC

VIRTUAL INFORMATION SESSION: AUGUST 21, 6-7 P.M.

Pre-Registration Required: https://www.ccm.edu/programs/ workforce-development-information-sessions/

Substance abuse counselors aid in the diagnosis, treatment and recovery process for people who struggle with addiction. Courses cover topics including, but not limited to, assessment, addiction recovery, counseling skills, crisis intervention, group and family counseling, consultation, disability, employment, child and family services, ethics and culture. A supervised externship of 3,000 hours is part of the Addiction Professionals Certification Board's certification requirement.

GENERAL INFORMATION

PREREQUISITE: High School diploma or GED.

County College of Morris is an approved education provider of classroom training required by the Addiction Professionals Certification Board of New Jersey, Inc. www.certbd.com. There are multiple requirements to qualify for certification. The education provided by CCM is just one requirement.

CCM offers five domains on a rotating basis. Each domain is a total of 54 hours. Students may be **Professional** able to complete all five domains Responsibility within 3-4 semesters by taking multiple domains. Students may also elect to complete one domain per semester. Students may enter the training at any point, regardless of experience, or the domain/lessons being offered. Students receive a certificate of completion for each course.

Each individual domain course provides CEUs at 0.6, 1.2, or 1.8 (6 hours, 12 hours or 18 hours respectively), depending on total number of hours per course. CEUs are awarded upon completion of each domain course.

While the NJ Division of Consumer Affairs (DCA) and the NJ Addictions Certification Board prefer that you complete the lessons and domains in order, there is no regulatory requirement to do so. To become a Certified Alcohol and Drug Counselor (CADC), you need to complete the following:

1. 270 hours of classroom training (5 domains, number of classes vary for each domain). Domains may be taken in any order and include Assessment, Counseling, Case Management, Client **Education and Professional Responsibility**

2. 30 hours of alcohol and drug abuse self-help group meetings 3. 3000 hours (1500 hours per year) of supervised experi-

ence (paid or voluntary)

4. Successful completion of test requirement, case preparation and oral presentation

> It is the student's responsibility to become familiar with the following information in order to understand the certification process and careers in addictions counseling. Please visit the following websites:

Addiction Professionals Certification

Board: https://certbd.org/

Legislation: https://www.njconsumeraffairs. gov/regulations/Chapter-34C-Alcohol-and-Drug-Counselors.pdf

Application for licensure: https://www.njconsumeraffairs.gov/adc/Pages/applications.aspx/ Frequently Asked Questions: https://nj.gov/ humanservices/dmhas/initiatives/workforce/FAQs_ Becoming_LCADC_CADC.pdf

NJ Division of Consumer Affairs, Alcohol and Drug Counselor Committee: https://www.njconsumeraffairs.gov/adc/

All classes are remote with live instruction.

CERTIFIED

ALCOHOL AND

DRUG COUNSELOR

Domains may be taken

in any order.

Client Education

Domain 4

The instructor will contact students with instructions for connecting online prior to the start of the class.







Assessment



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MONDAY AND WEDNESDAY CLASSES, 6 - 9 p.m.

INSTRUCTOR: TOM VIOLA MSW, LSW, LCAD

	DOMAIN IV - CLIENT EDUCATION								
Course	Course Name	Dates	Sessions	Hours	CEU	Cost			
88291	C401 - Addiction Recovery (ADC-548E)	9/16 - 9/18	2	6	0.6	\$99			
88292	C402 - Psychological Client Education (ADC-549E)	9/23 - 9/25	2	6	0.6	\$99			
88293	C403 - Biochemical/Medical Client Education (ADC-256E)	9/30 - 10/16	6	18	1.8	\$297			
88294	C404 - Sociocultural Client Education (ADC-551E)	10/21 - 10/23	2	6	0.6	\$99			
88295	C405 - Addition Recovery & Family Psychological Education (ADC-552E)	10/28 - 10/30	2	6	0.6	\$99			
88296	C406 - Biochemical and Sociological Family Education (ADC-553E)	11/4 - 11/6	2	6	0.6	\$99			
88297	C407 - Community and Professional Education (ADC-554E)	11/11 - 11/13	2	6	0.6	\$99			

TUESDAY AND THURSDAY CLASSES, 6 - 9 P.M.

INSTRUCTOR: RON FAINES LCADC, ACS, CCS

	DOMAIN II - COUNSELING								
Course	Course Name	Dates	Sessions	Hours	CEU	Cost			
88271	C201 - Introduction to Counseling (ADC-531E)	9/17 - 9/19	2	6	0.6	\$99			
88272	C202 - Introduction to Techniques & Approaches (ADC-250E)	9/24 - 9/26	2	6	0.6	\$99			
88273	C203 - Crisis Intervention (ADC-533E)	10/1 - 10/3	2	6	0.6	\$99			
88274	C204 - Addiction Focused Counseling (ADC-251E)	10/8 - 10/24	6	18	1.8	\$297			
88275	C205 - Group Counseling (ADC-535E)	10/29 - 10/31	2	6	0.6	\$99			
88276	C206 - Family Counseling (ADC-252E)	11/5 - 11/14	4	12	1.2	\$198			

Domain I - To begin in January.

Check with your employer for tuition reimbursement and professional development allowances.

For remote-live classes, the Instructor will email a link to registered students 1-2 days before a class begins.

Make sure your email address on file is current!



Instructors will contact students with instructions for connecting to class online, using default email address on file. Make sure your email address on file is current!



HEALTHCARE PROFESSIONALS CLINICAL TRAINING PROGRAMS

HEALTHCARE PROFESSIONAL BLS (BASIC LIFE SUPPORT) (CPR-129E)

This five-hour curriculum reflects the current American Heart Association guidelines for healthcare providers. This course is appropriate for nurses, paramedics, EMTs, police, fire personnel, lifeguards and other first responders.

Certification: American Heart Association CPR/BLS certificates will be emailed to students approximately 2-3 weeks after the course.

SATURDAY CLASSES 9 A.M.-2 P.M., ON CAMPUS: AME 103

Cost: \$99

Date	Course #
Sept 14	88211
Oct 12	88212
Nov 16	88213
Dec 7	88214

The course includes adult and pediatric one-rescuer and two-rescuer CPR, adult and pediatric foreign body airway obstruction (FBAO), the use of bag mask ventilation devices for all victims, and automated external defibrillators (AED).

CCM students: This course can be used to fulfill one credit of the requirements for Health and Wellness electives and the CPR requirements for Nursing and Allied Health students in preparation for the Professional track/Clinical requirements. To obtain this credit, please contact your department BEFORE registering for the class.

1 session: 5 hrs, CEU 0.5

Class size is limited to 10 students.

INSTRUCTOR: Alex Balish, AHA & ASHI Certified Instructor

CERTIFIED NURSE AIDE (\$) (1) (1)









Some of the fastest-growing jobs in the nation, state and Morris County are in entry-level clinical healthcare fields. CCM has developed a highquality, short-term clinical healthcare program to help people quickly enter the workforce, earn money and begin their healthcare careers.

The NJ Department of Health regulates and approves the CCM training program. Training will be conducted in CCM nursing labs and in actual care facilities. It includes 50 lecture hours and 40 clinical hours.

INSTRUCTOR: CCM Staff

*Textbook(s) required. See course description on website.

CNA PROGRAM SCREENING (AHP-365E)

All potential CNA students must undergo screening. Please register and pay the \$99 NON-REFUNDABLE processing fee, which covers the cost of a criminal background investigation and expenses incurred by the college to admit you into the program. Clearance and course registration can take up to six weeks, so start the process early. At their own expense, students must satisfactorily complete drug screening at facilities approved by CCM, as well as complete an extensive medical history review. Additional expenses include, but are not limited to, uniforms and textbooks. Cost: \$99

CERTIFIED NURSE AIDE - COMPREHENSIVE (AHP-163E)

This course combines lecture and labs in a hospital setting and clinical experience in a long-term care setting, allowing students to master the essential skills to obtain an entry-level position in the healthcare field. This Comprehensive course includes Healthcare Professional BLS (Basic Life Support) certification concluding with the state required clinical skills exam. Upon the successful completion of the course, students are eligible to take the NJ State approved Certified Nurse Aide certification examination.

Cost: \$2,500

Class size is limited to 10 students. Check our website for future dates.















PHARMACY TECHNICIAN CERTIFICATION 😭 💲 🚺 🗹 🤒









Learn the knowledge and skills needed to become a Certified Pharmacy Technician (CPhT), credentialed by the Pharmacy Technician Certification Board (PTCB), in CCM's Pharmacy Technician Certification program. Pharmacy technicians work with licensed pharmacists in pharmacies, hospitals, and assisted living facilities to properly dispense medications, and with insurance companies to ensure the best coverage for the consumer.

*Textbook(s) required. See course description on website.

VIRTUAL INFORMATION SESSION: SEPTEMBER 4, 6-7 P.M.

Pre-Registration Required:

https://www.ccm.edu/programs/workforce-development-information-sessions/

PHARMACY TECHNICIAN SCREENING (AHP-371E)

To become a student in the pharmacy technician program, you must participate in the mandatory Pharmacy Technician Screening. Please register and pay the \$99 NON-REFUNDABLE processing fee, which covers the cost of a criminal background investigation and expenses incurred by the college to admit you into the program. Students, at their own expense, must satisfactorily complete a drug screening at facilities approved by CCM. Please email wfd@ccm.edu with any questions.

Course: 88620 Cost: \$99

YOU MUST REGISTER FOR YOUR SCREENING CLEARANCE NO LATER THAN SEPTEMBER 11 FOR THE FALL SESSION.

PHARMACY TECHNICIAN CORE TRAINING (AHP-372E)

PREREQUISITES:

- at least 18 years of age high school diploma or equivalent
- pass the Pharmacy Technician Screening

Once cleared, students will prepare to sit for the PTCB CPhT exam. Students will engage in training that provides an overview of the profession of pharmacy technician, review of the different career tracks and preparation for interviews with employer partners. The remainder of the program teaches the fundamental skills needed to be a successful pharmacy technician. Students will be required to sit for the PTCB's Certified Pharmacy Technician Exam.

Mon-Thurs, 6-9 p.m. Sat, 10 a.m.-3:30 p.m. Oct 7-Dec 21

Hybrid format - online via Zoom and in-person on the CCM campus

Course: 88621 Cost: \$3,400



PERIPHERAL IV THERAPY SKILLS

SATURDAY CLASSES

8 A.M.-12 P.M., ON CAMPUS: CH 120 Cost: \$249

Date	Course #
Sept 7	88491
Nov 2	88492

INSTRUCTOR: Jessica Shepherd, MSN, RN, CEN

PERIPHERAL IV THERAPY SKILLS (NRS-426E)

This course is for RNs, LPNs, Radiology Technologists, EMTs and other allied health professionals whose responsibilities include intravenous peripheral catheter insertion and care and administration of intravenous solutions.

Acquire the knowledge and skills needed to successfully insert a short peripheral intravenous catheter. Although the focus of the class is on skill acquisition, additional content will include the assessment and care of the peripheral intravenous catheter site and a discussion of the indications and complications of infusion therapy.

This nursing continuing professional development activity was approved by New Jersey State Nurses Association, an accredited approver by the American Nurses Credentialing Center's Commission on Accreditation. 1 session, 4 hrs, CEU 0.4

Class size is limited to 8 students.



NURSES' CONTINUING EDUCATION

RN REFRESHER PROGRAM - NEW JERSEY BOARD OF NURSING (NJ BON) APPROVED

RN Refresher Program is held every other spring, and will next be offered in the Spring of 2025. Interested candidates MUST register for and attend the mandatory orientation prior to the course.

For updated information about the program and the classes, visit https://www.ccm.edu/workforce-development/workforce-programs/

NORTH JERSEY IMAGING ACADEMY

County College of Morris and Passaic County Community College have formed a partnership in the North Jersey Imaging Academy for Computed Tomography, Magnetic Resonance Imaging and Mammography. These certificate programs offer didactic (lecture) courses that meet the ARRT requirement for "structured education." In addition, the program offers clinical education in CT, MRI and Mammography.

Who should attend: These programs are intended for Radiologic Technologists who have a current NJ license and ARRT certified Radiographic Technologists looking to improve their career opportunities with additional advanced certifications.

About the programs: The CT, MRI and Mammography programs comply with the guidelines required by The American Registry for Radiologic Technologists located at 1255 Northland Drive, St. Paul, Minnesota 55120-1155 www.arrt.org. The program is approved for CEUs by the American Society of Radiologic Technologists (ASRT). Each certification program consists of three main components:

- Didactic Education in Cross Sectional Anatomy (CT and MRI only)
- Didactic Education in the specialty area
- Clinical Practice in the specialty area

Students enrolling in CT or MRI are required to take the Cross Sectional Anatomy class unless a similar course was previously taken. Please provide documentation of that course during your application process.

Didactic courses are offered as online evening courses, beginning at 6 p.m. In the future, courses may be offered with remote-live instruction or at the Passaic County Public Safety Academy (PSA) located at 300 Oldham Road, Wayne, NJ 07470. For directions and parking information, visit https://pccc.edu/locations/#public-safety-academy.

Clinical education will be offered during day, evening and weekend hours. Clinical education hours will be scheduled by program faculty. Students will participate in CT, MRI or Mammography as appropriate. Clinical placements may be made available at local area hospitals and freestanding clinical affiliates. Mammography clinical is only available at Atlantic Health System, Morristown. Clinical experiences to achieve competencies are paid for by the student and scheduled for six-month periods. Additional six-month periods to complete competencies are also offered at the student's expense.

REGISTRATION PROCESS:

All students entering the program must provide proof of the following:

- Certification by the American Registry of Radiologic Technologists in a primary discipline (radiography, radiation therapy and nuclear medicine)
- Copy of New Jersey Department of Environmental Protection license in Diagnostic Radiography
- · Current resume
- Prior to entering the clinical courses, the student must have a criminal background check, 11-panel drug screening, physical health exam, current immunizations, flu vaccine, malpractice insurance and current American Heart Association Basic Life Support Certification (BLS). The clinical requirements will be explained at the first lecture class and are not requirements for attendance at the lecture classes
- All of these requirements are met at the student's expense

All interested candidates must submit the application, resume, ARRT and DEP NJ License to Professor Denise Vill'Neuve by August 26, 2024. Once received, you will be contacted with the additional steps to be able to register for the course.

> Professor Denise Vill'Neuve County College of Morris 214 Center Grove Road Randolph, NJ 07869 dvillneuve@ccm.edu

If you need to update your current BLS/CPR certification, see page 28.

Course #	Course Title	Date	Days	Time	Location	Cost
88531	Cross Sectional Anatomy - 32 hours	Sept 12 - Nov 21	Thurs	6-9 p.m.	Remote-Live	\$450
88532	CT Lecture – 66 hours	Sept 9 - Nov 20	Mon and Wed	6- 9 p.m.	Remote-Live	\$1,000

For updated information about these courses, visit https://www.ccm.edu/programs/north-jersey-imaging-academy/ Contact Professor Denise Vill'Neuve for clearance and registration information at dvillneuve@ccm.edu













CROSS SECTIONAL ANATOMY - 32 HOURS - REQUIRED FOR CT AND MRI LECTURE (AHP-374E)

This is a 32-hour, 11-week lecture course in sectional anatomy. Sectional anatomy introduces the student to the fundamental anatomy of the head, neck, chest, abdomen, pelvis and extremities. In addition, imaging modalities are discussed and introduced to the student along with CT and MRI images.

11 sessions, 32 hrs

COMPUTED TOMOGRAPHY (CT) CERTIFICATION PROGRAM

CT LECTURE - 66 HOURS (AHP-375E)

The Computed Tomography (CT) program offers an educational opportunity to gain skills in the advanced imaging modality of computed tomography. The 66-hour lecture course includes, but is not limited to: patient care and safety, CT physics, systems operations and instrumentation, data acquisition, image display and post processing of all imaging procedures, quality control, contrast media and administration. Midterm and final exams will be given.

CT CLINICAL (AHP-335E)

This six-month proctored placement provides you with practical experience to complete the competencies required for certification in computed tomography. You will receive clinical placement oversight as you complete all of the competencies. Students are expected to work consistently toward completing the clinical component of the certification. Students may enroll for an additional period of placement, as necessary, at their own expense.

Clinical Affiliate to be scheduled by program faculty. Schedule to be determined by instructor.

The following courses will be offered Spring 2025

MAGNETIC RESONANCE IMAGING (MRI) CERTIFICATION PROGAM

MRI LECTURE - 66 HOURS (AHP-351E)

The Magnetic Resonance Imaging (MRI) lecture course provides a comprehensive overview of MR imaging principles, as well as the instrumentation associated with MR imaging. It gives a basic understanding of the principles and system components of MR image acquisition. It will also give the specific clinical applications, coils that are available and their use, considerations in the scan sequences, specific choices in protocols and positioning criteria. The course will provide the student with MR pulse sequences, image formation and image contrast. It will also give the MR scan procedures for the central nervous and musculoskeletal system, as well as neck, chest, abdomen and pelvic systems. Weekly quizzes and midterm and final examinations will be given.

22 sessions: 66 hrs.

MRI CLINICAL PLACEMENT (AHP-337E)

This six-month proctored placement provides you with practical experience to complete the competencies required for certification in Magnetic Resonance Imaging (MRI). You will receive clinical placement oversight as you complete all of the competencies. Students are expected to work consistently toward completing the clinical component of the certification. Students may enroll for an additional period of placement, as necessary, at their own expense.

Clinical Affiliate to be scheduled by program faculty. Schedule to be determined by instructor.

MAMMOGRAPHY

MAMMOGRAPHY LECTURE - 48 HOURS (AHP-356E)

This lecture course will provide licensed/ ARRT certified radiographers preparation for the practice of mammography. 16 sessions, 48 hrs.

MAMMOGRAPHY CLINICAL (AHP-350E)

This six-month proctored placement provides you with practical experience to complete the competencies required for certification in mammography. You will receive clinical placement oversight as you complete all of the competencies. Students are expected to work consistently toward completing the clinical component of the certification. Students may enroll for an additional period of placement, as necessary, at their own expense.

Clinical Affiliate to be scheduled by program faculty. Schedule to be determined by instructor.



IMPORTANT: Registration closes two days before the class start date.

Seats are limited - **REGISTER EARLY!**

Registration instructions at www.ccm.edu/workforce-development/













NEW CERTIFICATION PREPARATION OPPORTUNITIES

Medical billing and coding specialists who have two credentials earn an average of \$66,198, and those with three credentials or more make an average of \$71,361 annually, according to the AAPC's 2023 Medical Coding and Billing Salary Report.

The Center for Workforce Development's Medical Billing and Coding program has developed new certification tracks for Fall 2024. The certification program will prepare students for three industry-recognized certifications, and students will have the option to obtain one or all three credentials. Earning multiple credentials is an advantage to medical coders and billers, which demonstrates their skills and is a pathway to provide opportunities for career advancement.

INFORMATION SESSION:August 13,
6 - 7 p.m.

- American Health Information Management Association (AHIMA) - the nation's leading authority on health information. Two certifications offered:
 - Certified Coding Specialist (CCS)®
 - Certified Coding Specialist, Physician-based (CCS-P)®
- American Academy of Professional Coders (AAPC) the nation's leading medical coding certification organization. Certification offered:
 - Certified Professional Coder (CPC)®
 - Certified Professional Biller (CPB)®

The revised program will deliver excellence by providing students with more opportunities to succeed in this field by offering several engaging services to students. The program will include preparation for certifications, valuable insights from several industry experts, a hands-on coding simulation experience, interview and resume preparation, and direct internship connections.

Upon completion of this program students can apply for entry-level administrative coding and billing positions. Students will earn a CCM Certificate of Completion for any course or the entire program (once all courses are satisfactorily completed).

Start Date: September 4 Mondays and Wednesdays, 6-9 p.m. Saturdays, 9 a.m.-2 p.m. SCAN THE QR CODE OR VISIT OUR WEBSITE

to fill out an interest form for this new program:





WOMEN'S CENTER

Empowering Individuals to Achieve Financial Independence

Are you going through or planning a divorce or separation?

Are you widowed or caring for a disabled partner or family member?

AND

Do you need a new job to earn more money to support yourself?

If you answered YES to these questions,

WE CAN HELP!

Phone: 973-328-5025

Email: womenscenter@ccm.edu

Web: www.ccm.edu/student-support/the-womens-center/

Location: Student Community Center, Suite 127

GET STARTED TODAY

by completing our enrollment form



SCAN M

FREE SERVICES INCLUDE

- Individual Goal Setting
- Job Readiness Workshops
- Career Coaching
- Resumes and Cover Letters
- Job Search Strategies
- Interviewing Skills
- LinkedIn Tutorials
- Training Scholarships
- Divorce Workshop Series
- Free Legal Consultations with Family Law Attorneys
- Connection to Community Resources

"The Women's Center staff helped me find my strengths when I was convinced I had none. I suddenly had a group that supported me and wanted me to succeed. Through education, access to computers, expert guidance, assistance with writing a resume and how to properly search for employment, they really prepared me to reenter the workforce. I couldn't have done it without them!" - Kim

"It is difficult to encapsulate in one single nutshell all the help I have gratefully received from The Women's Center, but if I had to say it in one word, I would say I have been TRANSFORMED into someone who is once again ready to resume her career where she left off, and make her mark upon the world!" - Teresa

OPPORTUNITY PROGRAMS



INFORMATION SESSION

August 7, 5:30-6:30 p.m. Scan QR code for details.

PREVOCATIONAL TRAINING FOR ADULTS WITH INTELLECTUAL OR DEVELOPMENTAL DISABILITIES (S) (2) (C)









CCM's Opportunity Programs, designed for adult students with intellectual or developmental disabilities, introduce skills needed to be successful in a work environment and lead to a Certificate of Completion. The programs are intended for students who have both the capacity and the desire to become members of the workforce. These courses are not enrichment courses and are not meant to teach independent living skills; they are prevocational training programs.

The programs include resume preparation and workforce readiness skills, as well as skills specific to the employment area. Scholarships may be available for students who qualify, or students may be eligible for funding from their service providers.

For enrollment information, please contact Sarah Robey at srobey@ccm.edu or at 973-328-5189. For more information about the programs or to fill out an interest form, visit https://www.ccm.edu/programs/opportunity-programs/ Class size is limited to 8 students per session.

CULINARY OPPORTUNITY PROGRAM (FDS-129E)

Students focus on fundamental culinary skills, earn the Serv-Safe Food Handler, and Certification. They will acquire pre-apprentice skills that prepare them for an entrylevel position in food production, restaurants, kitchens, in supermarkets and /or deli. They might also be prepared for work in culinary kitchens found in hospitals and hotel settings. Students will gain experience in measuring, following recipes, knife cuts, preparing dishes, equipment cleaning and maintenance, sanitation and safety measures and basic nutrition.

24 sessions: 72 hrs, CEU 7.2

Tues and Thurs, Sept 10-Dec 12, 4-7 p.m. (No class Oct 3, Oct 31, Nov 7, Nov 28) Off-Campus: Morris County Vocational School

Course: 88601 Cost: \$3,499

INSTRUCTOR: Jeffry Wierzbicki





Opportunity Programs are administered in partnership with the Office of the Secretary of Higher Education as part of the County College-Based Center for Adult Transition Grant.













HORTICULTURAL OPPORTUNITY PROGRAM (HRT-138E)

The Horticulture Opportunity Program teaches hands-on horticultural practices ranging from greenhouse production, to growing vegetables and herbs, to floriculture. Students will learn about the safe use of tools, soil preparation and seeding, transplanting techniques, caring for plants and more.

12 sessions, 54 hrs, CEU 5.4 Fri, Sept 20-Dec 13, 9:30 a.m.-2 p.m. (No class Nov 29) On campus: LHT 110 Course: 88603 Cost: \$2,999

INSTRUCTOR: CCM Staff

OFFICE ASSISTANT OPPORTUNITY PROGRAM (CAR-201E)

This program prepares students to work in a clerical position in an office setting. Students will learn skills such as filing, typing, and organization. In addition, they will learn basic Microsoft Office software applications. Students will have the opportunity for hands-on practice through assignments and situational role-playing.

9 sessions: 45 hrs, CEU 4.5 Fri, Sept 13–Nov 15, 9 a.m.-2 p.m. (No class Oct 11) On campus: HH 114 Course: 88604 Cost: \$2,999

INSTRUCTOR: Emily O'Brien

ENVIRONMENTAL SERVICES TECHNICIAN I (CAR-202E)

This course will prepare students for entry level environmental technician roles. Environmental technicians are responsible for maintaining cleanliness and sanitation in business environments. Students will learn how to safely handle and replenish supplies and disinfect high-traffic areas. Students will learn fundamental job readiness skills such as time management and customer service.

8 sessions: 40 hrs, CEU 4.0 Wed, Oct 16-Dec 11, 9 a.m.-2 p.m. (No class Nov. 27) On campus: TBD Course: 88605 Cost: \$2,999

INSTRUCTOR: CCM Staff



HOME IMPROVEMENT RETAIL SPECIALIST OPPORTUNITY PROGRAM

This course teaches vocational skills in construction to prepare for careers at home improvement organizations, hardware stores, and

local warehouses. Topics include the safe use of tools, moving and securing materials and proper use of equipment. Starting on or around Oct 4

On campus: TBD Cost: \$2,999

INSTRUCTOR: CCM Staff



The following courses will be offered Spring 2025:

ENVIRONMENTAL SERVICES TECHNICIAN II

PREREQUISITE: Completion of CCM's Environmental Services Technician I.

In this course continuation, students will learn skills beyond commercial cleaning and advance their knowledge to learn fundamental skills of working in healthcare settings. Environmental technicians are the first line of defense against infection control and must be familiar with cleaning chemicals, their safe application and how to follow proper cleaning procedures. They must learn to manage their time for certain projects appropriately.

CULINARY OPPORTUNITY PROGRAM II (FDS-130E) BAKING AND PASTRIES

PREREQUISITE: Serv-Safe Food Handler Certification. Completion of CCM's Culinary Opportunity Program, or documentation of completion of a prior culinary fundamentals class.

In this continuation course, students will review professional standards and the tools and equipment for the bakeshop. They will learn how to prepare a variety of baked goods and to create a pleasing plated presentation. Students will make quick breads, cookies, yeast breads, pies, pastries, cakes, and frostings.



TEACHING



INFORMATION SESSION

August 26, 7-8 p.m. Scan QR code for details.

ALTERNATE ROUTE TO TEACHING 💋 🖾 🤒







Have you ever thought about becoming a teacher? If you have a Bachelor's degree, but do not have teaching certification, then this program may be right for you. County College of Morris, in collaboration with Brookdale Community College, offers prospective teachers the opportunity to obtain their New Jersey K-12 teaching certification through Brookdale's non-credit Alternate Route to Teaching Community College Program (ART-CC). ART-CC is a 400-hour teacher preparation program.

To become a licensed teacher without completing a traditional teacher training program, you must already hold a bachelor's degree (or higher) with a cumulative GPA of 3.0 or greater if you graduated September 2016 or later. For candidates completing degrees before that, a GPA of 2.75 or higher is required.

Course #	Course Title	Date	Days	Time	Location	Cost
88521	Alternate Route to Teaching – 50-hour Preservice Component	Sept 16 – Nov 18	Mon	6-9 p.m.	Remote- Live	\$399

INSTRUCTOR: Robert I. Grundfest, M.Ed.

*Textbook(s) required. See course description on website.

ALTERNATE ROUTE TO TEACHING -**50 HOUR PRESERVICE COMPONENT (ALT-113E)**

This 50-hour course requires 30 hours of classroom training, 8 hours of observing other NJ certified teachers and 12 hours of direct student contact as a substitute, tutor or after-school program teacher.

10 sessions: 30 hrs, CEU 3.0

Before beginning the Alternate Route to Teaching process, prospective candidates should review the following websites:

- NJ Department of Education Step 1: Establishing Eligibility (nj.gov)
- Teacher Candidate Basic Skills Requirement:
- » Bachelor's degree from an accredited college or university with a cumulative 2.75 GPA (if you graduated prior to September 2016) or a 3.0 GPA (if you graduated after September 2016) or higher from a Bachelor's or Master's degree program.
- > Meet the content requirements. You must have the equivalent of a major in the subject you want to teach or 64 credits in liberal arts for an elementary certificate. Check the requirements at https://www.nj.gov/education/certification/certsandtitles/
- Brookdale Community College Alternate Route to Teaching https://www.brookdalecc.edu/ continuinged/careerdevelopment/alternative-route-to-teaching/

Candidates complete the 50-hour Alternate Route to Teaching – Preservice course through CCM. After the introduction, the remaining 350 hours are spread across six courses of online learning at Brookdale. Please contact Brookdale Community College for more information on their courses.

Students may enter the first of the six Brookdale courses, The Process of Teaching and Learning, without a contracted teaching position; however continued enrollment in the program requires students to have a full-time contract teaching position and enrollment in the NJ Department of Education, Provisional Teacher Program. Completion of the ART-CC program will confer the NJDOE CE-VOPC (Continuing Education—Verification of Program Completion). A Standard Certificate will be issued after the candidate successfully teaches for an additional two years.

Concurrently during the preservice phase, candidates should complete the NJDOE requirements to obtain a Certificate of Eligibility to teach. See the NJDOE website for the required documents.

A Provisional Certificate will be issued by the NJDOE through the school district in which the candidate works after the candidate completes the 50 hours of preservice, accepted an offer of employment, confirmed enrollment in an alternate route to teaching program and is enrolled in a district mentoring program.

CCM's Alternate Route to Teaching - Preservice meets the entrance requirements of Brookdale Community College and New Jersey City University. For further information on the Brookdale program, visit the Brookdale Alternate Route website at https://www.brookdalecc.edu/ continuinged/careerdevelopment/alternativeroute-to-teaching/ or contact Karin Swan at 732-224-2988 or email kswan@brookdalecc.edu. Individuals who would like to obtain master's level credits while completing an Alternate Route to Teaching program should review the requirements of New Jersey City University's New Pathways to Teaching program.















Learn English at CCM and GO BIG!

Scan QR code to find out how!



ENGLISH LANGUAGE LEARNING

ENGLISH LANGUAGE LEARNING

CCM's English Language Learning (ELL) program provides English language instruction for limited English proficient adults. The content is compatible with principles of language acquisition for adult learners of English and includes skills useful in the workplace, life and academics. ELL classes are generally offered in two segments (Part 1, Part 2) which align to sections of the book. Skills are integrated into reading, writing, speaking and listening formats.

The CCM ELL program course curriculum conforms to the federally defined Workforce Development ESL levels, and certificates are available in Foundations of English, Early Beginner, Beginner, Intermediate, Advanced Intermediate levels, Pronunciation and Conversational English.

The CCM ELL program also includes an online learning component called MyEnglishLab. MyEnglishLab provides practice exercises and language learning tasks that students complete either in the classroom or at home.

NEW STUDENTS - HOW TO GET STARTED

- You must register for an ESL Placement Test. Test dates are listed on this schedule.
- Register for a specific date/time using the course # online or in our office at the Student Community Center, SCC 125. The exam fee is \$20.
- Testing will be held in the Learning Resource Center, 1st floor, CCM Testing Center. Walk-ins will not be accepted.

CCM's ESL COURSES AND DESCRIPTIONS

Placement into the following courses is based on student's placement test scores.

NEW STUDENTS MUST REGISTER FOR A PLACEMENT EXAM BEFORE REGISTERING FOR A COURSE.

ESL LEVELS	ESL LEVEL DESCRIPTIONS	COURSE BOOKS
FOUNDATIONS OF ENGLISH (ENS-317E)	For non-native speakers who have no or extremely limited English language communication skills. Individuals with marginal skills will find this an excellent first course.	Pearson Word by Word Picture Dictionary
EARLY BEGINNER (ENS-213E)	For non-native speakers with very limited English language skills. Emphasis is on practical everyday English and communication skills. Students will gain the baseline proficiency needed to advance to a Beginner level.	Pearson Focus on Grammar with My English Lab, Book 1
BEGINNER (ENS-226E)	For students who are more proficient with English language skills than Early Beginner. It is the next level for individuals who have completed the CCM Early Beginner series.	Pearson Focus on Grammar with My English Lab, Book 2
INTERMEDIATE (ENS-215E)	Level improves grammar through in-class exercises, group work, new vocabulary along with learning and practicing pronunciation to improve fluency and accuracy in English.	Pearson Focus on Grammar with My English Lab, Book 3
ADVANCED INTERMEDIATE (ENS-312E)	Level focuses on the English skills necessary to listen, speak, read and write effectively in the workplace or for academics, to apply standard grammar structures and develop and improve pronunciation skills.	Pearson Focus on Grammar with My English Lab, Book 4
ESL CONVERSATIONAL (ENS-309E) Beginner- Intermediate	For students with the ability to hold a basic conversation in English at a minimum to fair level of understanding. This class will increase confidence and allow students to be more comfortable conversing in English.	No book required.
ESL PRONUNCIATION (ENS-322E) High Beginner- Intermediate	For students who are looking to improve their pronunciation and communication skills. This course will help you to speak with clarity and work on problematic sounds while perfecting word stress, rhythm, linking and intonation.	Well Said Intro – Pronunciation for Clear Communication

^{*}Textbook(s) required. See course description on website.

ALL NEW ELL STUDENTS MUST REGISTER FOR A PLACEMENT TEST

FALL 2024: ALL CLASSES \$300, 40 HOURS, 20 SESSIONS, 4.0 CEUs. CLASSES ARE IN-PERSON AT CCM. CHECK THE LOCATION FOR EACH CLASS. YOU MUST REGISTER FOR PART 1 BEFORE MOVING ON TO A PART 2 CLASS.

Instructors will contact students with instructions for connecting to class online, using default email address on file. Make sure your email address on file is current!



^{*}Certification: Upon completion of a course, a certificate of completion may be awarded if the student has met the course requirements of attendance and participation. See "Certificates and Transcripts" in General Information.

FALL 2024ALL NEW ELL STUDENTS MUST REGISTER FOR A PLACEMENT TEST COST: \$20 (ENS-230E)

Wed,	Sept 4	Thurs	, Sept 5	Sat,	Sept 7	Mo	on, Sept 9
Time	Course #	Time	Course #	Time	Course #	Time	Course #
3:30 p.m.	88735	5:30 p.m.	88738	8:30 a.m.	88741	5:30 p.m.	88744
4:15 p.m.	88736	6:15 p.m.	88739	9:15 a.m.	88742	6:15 p.m.	88745
5:00 p.m.	88737	7:00 p.m.	88740	10:00 a.m.	88743	7:00 p.m.	88746

	MORNING CLASSES – All classes are 9:30 - 11:30 a.m. Cost: \$300							
Course	Course Name	Staff	Days	Dates	Location			
Course		TIONS OF ENGLISH (ENS-3			Location			
88750	Foundations of English	CCM Staff	M/W	9/16 - 11/20	HH 215			
88751	Foundations of English	Elsa Todd	T/TH	9/17 - 11/21	HH 215			
66731		SL EARLY BEGINNER (ENS-			1111 213			
88752	Early Beginner PART 1	Genetie Ejigu	M/W	9/16 - 11/20	HPE 218			
88754	Early Beginner PART 1	CCM Staff	T/TH	9/17 - 11/21	HH 212			
88762	Early Beginner PART 2	Pauline Karakat	M/W	9/16 - 11/20	LRC 107			
88753	Early Beginner PART 2	Norma Pravec	T/TH	9/17 - 11/21	HH 204			
00733		ESL BEGINNER (ENS-226			1111 201			
88755	Beginner PART 1	Anna Taylor	M/W	9/16 - 11/20	HH 212			
88756	Beginner PART 1	CCM Staff	T/TH	9/17 - 11/21	TBD			
88763	Beginner PART 2	Genetie Ejigu	T/TH	9/17 - 11/21	TBD			
88757	Beginner PART 2	Joan Pinto	M/W	9/16 - 11/20	MTC 103			
		SL INTERMEDIATE (ENS-2						
88758	Intermediate PART 1	CCM Staff	T/TH	9/17 - 11/21	MTC 103			
88759	Intermediate PART 2	Michael Keane	M/W	9/16 - 11/20	TBD			
	BOOK 4: ESL AD	VANCED INTERMEDIATE (NS-312E) MO	RNING CLASSES				
88760	Advanced PART 1	Sharon Ferreira	M/W	9/16 - 11/20	MTC 213			
		SATIONAL (ENS-309E) - IN						
	NOT FOR BEGINN	IERS OR VERY LIMITED EN	GLISH LANGUA	GE PROFICIENCY				
88764	ESL Conversational	Brian Sferra	T/TH	9/17-11/21	HH 212			
00701	ESE CONVERSACIONAL	Brian Sterra	.,	11:45 am-1:45 pm	1111 212			
	EVENING CLAS	SSES – All classes are 6	:00 - 8:00 p.n	ı. Cost: \$300				
Course	Course Name	Staff	Days	Dates	Location			
		ATIONS OF ENGLISH (ENS-						
88770	Foundations of English	Olga Phelps	M/W	9/16 - 11/20	HH 111			
88771	Foundations of English Foundations of English	Olga Phelps Pauline Karakat	M/W T/TH	9/16 - 11/20 9/17 - 11/21	HH 111 HH 111			
	Foundations of English Foundations of English Foundations of English	Olga Phelps Pauline Karakat CCM Staff	M/W T/TH M/W	9/16 - 11/20 9/17 - 11/21 9/16 - 11/20	HH 111			
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88771 88772 88774	Foundations of English Foundations of English Foundations of English BOOK 1: Estartly Beginner PART 1	Olga Phelps Pauline Karakat CCM Staff SL EARLY BEGINNER (ENS- Maraline Ashley	M/W T/TH M/W 213E) EVENIN M/W	9/16 - 11/20 9/17 - 11/21 9/16 - 11/20 G CLASSES 9/16 - 11/20	HH 111 HH 111 HH 204			
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ENGLISH LANGUAGE LEARNING CAREER PATHWAYS

NEW! INDUSTRY-CONTEXTUALIZED ENGLISH LANGUAGE TRAINING DEVELOPED FOR THE WORKFORCE

CCM partnered with businesses to create focused English Language courses that will help students communicate more fluently and advance their career in the fastest growing industries. Students can take advantage of this opportunity to improve their English skills and perform their jobs better, obtain advancement and further their career. Visit our website for upcoming course dates and registration.

ESL FOR THE WORKPLACE (ENS-326E)

PREREQUISITE: Intermediate level or above.

This course is recommended in combination with any ESL Level Intermediate and above or Workplace ESL course. This workplace English course is designed to advance a student's ability to effectively communicate with colleagues and managers in any industry. Students will learn communication skills which are essential for common interactions in a workplace setting. Students will learn written and verbal workplace terminology, etiquette and phrases to build fluency and confidence in speaking English across various social and professional settings. Improved workplace literacy benefits students and enhances their opportunities for career growth and development.

INSTRUCTOR: CCM Staff

Tues and Thurs, Sept 17–Nov 21, 6-8 p.m. On Campus: CH 104 20 sessions: 40 hrs, CEU 4.0

Course: 88815 Cost: \$300

ESL FOR HEALTHCARE (ENS-324E)

PREREQUISITE: Intermediate level or above.

ESL for Health Science is intended for non-native current or aspiring medical professionals who need to acquire English language skills specific to the healthcare field. The purpose of the course is to help students build vocabulary, learn key medical terminology and strengthen the listening and speaking skills that are essential in English-speaking healthcare organizations. Through healthcare focused materials, listening activities and real-life scenarios, students will build awareness of English-speaking clinical settings and learn how to communicate effectively with patients and coworkers. This course includes CPR and First Aid Certification.

INSTRUCTOR: Genetie Ejigu

Mon and Wed, Sept 16-Nov 20, 6-8 p.m.

On Campus: DH 159 20 sessions: 40 hrs, CEU 4.0

Course: 88816 Cost: \$500

ESL FOR ENGINEERING/MANUFACTURING (ENS-325E)

PREREQUISITE: Intermediate level or above.

This course will teach English skills to non-native current or aspiring engineering and manufacturing professionals to enhance operation in the industrial setting. Students will learn terminology that is key to navigating these specific environments safely and productively. Through utilization of industry-specific materials, students will be able to convert metrics, read blueprints and understand terminology that will increase confidence and productivity in their profession. Students can take this course if they are already employed in this industry or in preparation for the Advanced Manufacturing Bootcamp program which includes direct employment opportunities. This course includes OSHA 10 certification.

INSTRUCTOR: Elsa Todd

Tues and Thurs, Sept. 17- Nov 21, 6-8 p.m.

On Campus: AME 106 20 sessions: 40 hrs, CEU 4.0

Course: 88817 Cost: \$500

ESL FOR INFORMATION TECHNOLOGY (ENS-330E)

PREREQUISITE: Intermediate level or above.

The ESL for Information Technology course is intended for English language learners who want to venture into tech-related careers. Students will gain a solid foundation in technological fundamentals for everyday life. This course infuses language learning while teaching basic computer user knowledge, IT concepts and terminology. Through this course, students also learn basic hardware and software, light cyber security and problem solving. At the end of the course, students will explore IT related fields and gain insights into careers in the growing field of IT.

INSTRUCTOR: CCM Staff

Mon and Wed, Sept 16-Nov 20, 6-8 p.m.

On Campus: EH 229

20 Sessions: 40 hours, CEU 4.0

Course: 88818 Cost: \$500







READY TO START YOUR CAREER?

- Register with JobConnect to access full-time and part-time jobs posted by area employers.
- Fine-tune your job search using our online tools and techniques. These collegesponsored online services are available 24/7:
 - SkillsFirst offers advice, samples and Al technology to create focused, targeted resumes with suggested "key words". The system offers 100's of resume and cover letter examples, practice interviews and professional video coaching.
 - Watch 2 to 3-minute Candid Career videos for insight into careers and topics such as networking, interview prep and handling job offers.
 - Explore career options and occupational employment outlooks on Career Concourse.
- Individualized assistance is available in person, through Zoom, by phone or email, with hours that **include evenings**.

Ready to move to the next level?

- Talk to a Career Services professional to discuss the next step in your career ladder.
- Get up to date information on your career outlook, current wages and major companies in your field.

Regardless of where you are in your career, CCM Career Services is here to meet your needs.

Visit Career Services at CCM to explore our programs and services!

https://www.ccm.edu/student-support/career-services/

SCAN QR CODE to learn more!





Gifty Adjin-Tettey, RN, MSN – Gifty has over 16 years of experience as a registered nurse and is currently the nursing director at a long-term care facility in New Jersey. She received an Associate of Applied Science degree in Nursing from LaGuardia Community College, Long Island City, New York and went on to receive a bachelor's in nursing and a master's degree in Executive Leadership in Healthcare from the Chamberlain College of Nursing in Addison, Illinois. As a nurse leader, it is her passion to use her knowledge and expertise to mentor people entering the health field improve their skills and develop best practices that will ultimately lead to better health outcomes.

Maraline Ashley, MA - Maraline has been committed to teaching and learning for over 20 years. She earned her bachelor's degree in secondary education from York College of Pennsylvania, MAT from Mary Grove College and second field certification in English as a Second Language from Montclair State University. She is committed to her students in their language acquisition journey and creates a positive classroom community that develops confidence in their English language communication.

JoAnn Baker, CCS, COC, CPC - JoAnn has more than 20 years of experience in coding, auditing and training for acute-care hospital inpatient and outpatient departments, physicians' offices and government services. She holds several national coding certifications with the American Health Information Management Association and the American Academy of Professional Coders. Currently, she is employed as a clinical documentation analyst for computer assisted coding products. Ms. Baker is a past member of the AAPC National Advisory Board, founder and past president of the AAPC local chapter Essex County, New Jersey. She earned an AA in applied Social Science at CCM.

Alex Balish, AHA & ASHI Certified Instructor - Alex is deeply passionate about providing others with life-saving information. With over twenty years of experience in the field of First Aid, CPR and AED certification and the training of thousands of students, Alex possesses a strong understanding of his students' needs and how they most effectively learn these life-saving techniques.

Mikhail Bayder, MS - Mikhail has 25 years of experience in the IT industry. He worked in the financial industry for companies such as Prudential Securities, as well as in visual effects studios like ABC Disney and Prologue Films in Hollywood supporting mission critical computer systems and writing Python and PHP scripts to automate tasks. Mikhail also taught technology classes at Columbia University. He holds a bachelor's degree in computer science from the City University of New York, and a Master's degree in Communications from New York University.

Mario Benitez, MA - Mario has worked as an educator for the last 10 years. He holds a master's degree from William Paterson University in Curriculum and Learning with a concentration in Bilingual/ESL Education. Having immigrated from El Salvador, he personally relates to the challenges of being a language learner. He is currently an ESL instructor and is fulfilling a life-long dream of teaching at a community college.

Andrea Booker-Dubose, RN - With over 15 years of diverse experience in healthcare, Andrea has dedicated her career to various roles aimed at improving patient outcomes and advancing medical research. She holds a degree in Nursing Science and a bachelor's degree in Business Administration with a concentration in healthcare management. Over the past five years, her work has spanned medical surgical nursing, clinical research focused on maternal and child health to reduce fetal mortality rates in NJ, and research in healthcare for the homeless aimed at reducing hospital readmission rates for severe infectious diseases. She is excited to embark on a new venture as a CNA instructor at County College of Morris, where she looks forward to sharing her knowledge and passion for healthcare with the next generation of caregivers.

Christy Bouziotis, Ph.D., M.A., CPRW - Christy has been writing professionally for more than 25 years and holds Ph.D., MA and BA degrees in English literature. Earlier in her career, she spent over a decade in corporate communications for companies including Intel and IEEE. Since earning her Certified Professional Resume Writer (CPRW) credential and taking up resume writing 15 years ago, Christy has authored more than 8,000 resumes, cover letters and biographies for job seekers across all backgrounds and industries. In addition to her resume-writing work with a top career services firm, Christy teaches classes in business writing, resume writing and public speaking at CCM.

Priscilla Burke, MA - After beginning her own education at CCM, she received her BA in Justice Studies in 2018 and her MA in Social Research and Analysis in 2021 from Montclair State University. She has worked with prominent media and marketing companies in the pharmaceutical sector and currently holds a senior position in the luxury automotive industry. She has a deep understanding of Python, allowing her to develop sophisticated data models, perform complex data manipulations and derive actionable insights efficiently. Priscilla also possesses a versatile skill set in SQL and R, enabling her to effectively tackle complex analytical challenges. She excels in utilizing tools like Tableau to create compelling visualizations and reports, enhancing decision-making processes.

Trish Callahan, MBA - Trish has about 30 years of Information Technology experience, including years as a business analyst, project manager and information technology trainer. She has taught email, word processing, SharePoint, Service Now and many other applications. Trish serves as a part-time instructor at County College of Morris where she teaches courses including SharePoint, Excel, MS Word and PowerPoint. Trish received two undergraduate degrees from the University of Utah and an MBA from Centenary College.

Ana Christina DeOliveira, MBA, CPC, SHRM-SCP -Ana is a Certified Professional Coach who has worked with many companies to build high-performance teams, forge relationships and increase the effectiveness of each organization. She has many professional certifications and holds an MBA from Excelsior College, as well as a BS in Business Administration from Thomas Edison State College.

Elissa DeRose-Rizzo, MA, MLIS - Elissa has been in the education field for nearly 20 years as a teacher, administrator, adult education instructor, curriculum and program developer and a range of other roles. She earned her Master of Arts in Educational Leadership and a certificate in Educational Assessment from Montclair State University as well as a Master of Library Information Science from Rutgers University. Her focuses include technology training, professional development instruction, instructional support/coaching, program development, curriculum development, research and Information Literacy.

Karen DiMaria, MBA - Karen is an accomplished fundraising professional with over 20 years of experience in the health-care and higher education sectors. She has extensive experience with alumni and external constituent relations, marketing, public relations, strategic planning, recruiting, managing and mentoring of development professionals.

Christine Donatello, MA - Christine is a first-generation American ESL teacher both on the secondary and adult levels. She teaches dedicated classes of MLLs ranging from emergent bilingual to advanced. As such, she employs innovative ESL strategies and theories with creative methodologies to assist her students in making meaningful and successful language gains. Her man-date – to create a classroom setting that is rigorous, inclusive, welcoming and inviting.

Tom DuHamel, BS - Tom graduated from William Paterson University with a Marketing degree and has been creating websites for more than 20 years. In 2011, Tom started I Heart Blank, LLC, an online multimedia company that builds websites, using WordPress, to integrate businesses' marketing plans with their online presence. Tom has worked at a local radio station selling advertising, doing voice-overs and helping local businesses create compelling advertising and marketing campaigns.

Joseph Eannetta - Joe is a highly experienced welder and welding instructor, teaching all welding processes. With over 18 years of welding and fabrication experience, Joe has worked in numerous different areas of the welding industry including: Heavy equipment, Industrial fabrication, Architectural metal work, Pharmaceutical and Water treatment. Joe holds certifications in all major welding processes including: AWS D1.1 structural steel certification using SMAW, FCAW and GMAW; ASME pipe welding certification using SMAW, FCAW and GTAW; and has completed over 150 hours of OSHA safety training.

Nancy Eberhardt, Esq. - Nancy is Executive Director of the Pro Bono Partnership, which oversees corporate and law firm volunteer recruitment, client outreach, case management and educational programs for the non-profit community. In addition, she is on the Pro Bono Committee for the NJ State Bar Association. Nancy has a JD from the Rutgers School of Law and a BA from the College of William and Mary.

Genetie Ejigu-Laryea, MA - Genetie has been an ESL instructor, administrator and teacher trainer for over 30 years. She has an MA in teaching ESL and a second MA in Education. She has helped countless students of all ages and from diverse cultures to improve their fluency in English. Genetie taught in an International School in Africa for 28 years. More recently, she has served as an Academic Advisor to international students in the US. She has taught students of all ages and skill levels and brings a positive, creative approach to her instruction.

Gabriela Enser, MA - Gabriela has worked as a language instructor for a mix of nonprofit organizations and colleges, both locally and internationally. Although her background covers everything from public relations and publishing to journalism and marketing, her true passion lies in teaching people from all over the world to confidently communicate in English. Gabriela has a proven track record in working with a wide range of ability levels and in providing students with valuable and enriching language-learning experiences.

Ronald Faines, LCADC - Ron has been teaching CADC students for more than 25 years and has worked in the field of addictions counseling for 30 years. He has a strong interest in preparing upcoming counselors and therapists to assist individuals in recovering from addictions. He holds an MS in Human Services from Lincoln University and a BSBA from Bloomfield College. Ron is also a Licensed Clinical Alcohol & Drug Counselor (LCADC) and Certified Clinical Supervisor.

Sharon Ferreira, BA - Sharon has over 30 years of experience working with students from every corner of the globe, from Nepal to Nicaragua. She has earned degrees in German Language and Studies and Elementary Education from American University and The University of the District of Columbia. She has taught ESL at Fairleigh Dickinson University and has been in her present position as an ESL instructor at CCM since 2001. Sharon was the founding ESL consultant on the Soulphia Project in 2017.

Kelly Fitzpatrick, MA, CFA, Tableau Desktop Specialist - Kelly is on the faculty of CCM as an Assistant Professor of Mathematics. Prior to teaching at CCM, Professor Fitzpatrick worked in hedge fund management as an execution trader. Other experience includes derivatives and equity strategy and credit and global risk management. Professor Fitzpatrick holds an MA in Mathematics of Finance from Columbia University and BA in Mathematics from the State University of New York at Geneseo.

Instructors

Diane Fulton, BA, CPPM - Diane is an instructor in CCM's Medical Billing and Coding Program, teaching Physician Practice Management and Regulatory Issues. She holds a BA in Business Administration and Spanish from Rutgers University and is a Certified Physician Practice Manager through the American Academy of Professional Coders. She has more than 30 years of professional experience in health care management, medical practice administration, reimbursement provider/patient advocate and operations.

Anthony Gaffney, BA - Tony has over 20 years of experience in the industry as an AutoCAD/Civil 3D Consultant, Instructor and Designer/Operator for a wide variety of both civil and environmental firms. He brings real world scenarios into the classroom to make the training curriculum relevant and relatable. Tony has a BA from Boston College and many industry-recognized credentials including AutoCAD Drafting and Design, Architectural Woodworking, A+ and Microsoft Professional Certifications.

Lakeisha Garrett, MBA - Lakeisha has more than 20 years of experience in corporate finance which includes working in Accounts Payable, Revenue Recognition, Pricing Strategy and Forecasting. She has worked for various companies such as Reckitt Benckiser, Dun & Bradstreet and Quest Diagnostics. Lakeisha serves as a part-time instructor at County College of Morris where she teaches MS Excel. Lakeisha received a BS from Kean University, MBA from New Jersey Institute of Technology.

Andrew Goldstein, BA, CEH (ISO/IEC 17024) - Andrew is a cybersecurity professional who possesses over five years of combined cybersecurity and information technology experience, plus is an EC-Council accredited Certified Ethical Hacker. Andrew was a DSSI research assistant during his time at Drew University and graduated with a Bachelor of Arts in Mathematics. He then worked as a consultant and penetration tester for a NJ based cybersecurity firm before leaving to found his own tech startup. In his current role at the County College of Morris, Andrew is busy supporting people of all different backgrounds to become the next generation of cybersecurity professionals.

Kathleen Green, RN - Kathleen has a master's degree in nursing education and currently works as the staff educator at the Visiting Nurse Association or Northern New Jersey. Kathleen teaches Home Health Aide training courses for students entering the field of home healthcare. She works with personal care assistants and medication assistants as a health services nurse in an assisted living facility. Her experience as a staff educator and health services nurse make her an excellent instructor for CCM's Certified Nurse Aide program.

Robert 1. Grundfest, MEd - Bob is a New Jersey Certified Social Studies Teacher for Grades 6-12 and a New Jersey Certified Elementary Teacher. Bob has been training and supporting prospective teachers for the New Pathways to Teaching in New Jersey (NPTNJ) program since its inception in 2003 and has been an educator in public schools and uni-versities for 35 years. Teaching defines him professionally; he brings a passion for education to the classroom every day

Steven Hegge, AWS CWI/NCCER welding instructor -

Steven has over 12 years of experience as a welder, serving in multiple positions of welding and fabrication. He has also served as an NCCER welding instructor. Steven is currently working as an Inspector for the Tri-state area on projects for the Port Authority of NY/NJ, MTA, NY DOT, NYDOB and more.

Anthony Horbert, AAS, CSWA, CSWPA-WD, CSWPA-SM

- Anthony is the Coordinator of Advanced Manufacturing and Engineering Lab Supervisor at CCM. With more than ten years' hands-on experience in manufacturing as a design engineer, CNC operator and engineer technician, Anthony designed CCM's unique Advanced Manufacturing Pre-Apprentice Boot Camp. Anthony's skill set includes a thorough mastery of SolidWorks, AutoCAD and manual and computerized machining skills.

Candice Jahn, MA - Candice has diverse teaching experience in ESL, ranging from elementary to high school settings, with extensive experience in teaching adult English Language Learners. Candice holds CELTA certification, an internationally recognized credential in teaching English to adult learners. Candice received her MA in Language Education from Rutgers University and a BA from Wilkes University in Communications.

Celeste Kaitsa, BA - Celeste has been a Certified English as Second Language Teacher for 10 years. She has been running an English as a Second Language Program for 10 years in Summit, New Jersey. Celeste also worked for Tutor ABC helping students to learn English with a curriculum based on vocabulary, writing skills, reading and oral communication. She loves creating lessons that have a real-life component to them, and creating a safe environment for learning.

Michael Keane, BA, CELTA - Michael has been an ESL instructor since 2012, when he moved to Ukraine and taught English there for a year. He spent the better part of the next ten years teaching ESL at Rutgers-Newark, finding time in the process to get his CELTA certificate from the University of Texas at Austin. As a student of Ukrainian and German himself, he knows how difficult it can be to learn a language, and brings empathy and understanding to the classroom.

Kelvin King, BBA - Kelvin began pursuing aviation as a career at 14 at Aviation High School in Queens, earning his airframe and powerplant aircraft maintenance licenses. He continued training at Dowling College, receiving his BBA in Marketing and a minor in Political Science. He finished training at ATP Flight School with the ratings and certificates needed to become an airline pilot. He also served as a cadet in the Air Force Junior ROTC NY 932nd Wing where he developed a professional approach towards life's matters and eventually became a cadet wing group commander, with the rank of Cadet Major. Kelvin is now a Captain at United Airlines, and the Founder & CEO of Alpha Aviation, Inc. and Alpha Drones USA.

Sherri Landolfi, MA - Sherri has been an educator for more than 25 years. She holds a certification in ESL from Fairleigh Dickinson University, a MA in English from William Paterson University, a MEd in Literacy/ Reading Concentration from William Paterson and a BA in Elementary Education from Felician University. Sherri is also a proud community college graduate, receiving an AA degree from Bergen Community College.

Weiwen Li, MS - Weiwen received her MSc in Statistics from the University of South Carolina. She has worked in the electric power industry for decades, gaining experience in data analytics, database management and data science. She has conducted products for research institutes, utility companies and manufacturers. She also teaches statistics and quantitative analysis at Centenary University. She is very passionate about advancing mathematics and data analytics.

Shehroz Malik, BA - Shehroz is a supply chain strategy consultant at Accenture with over five years of experience in the pharmaceutical and medical device industry. His experience includes digital transformations, demand & supply planning, new product introduction and data analytics and strategy. In addition to teaching at CCM, he was a Teaching Assistant in data science courses and programs at the University of Pennsylvania. He holds a Bachelor of Arts in Political Science from the University of Pennsylvania and is a Military Veteran.

Gregory Matechak - Greg Matechak is an AWS qualified welder in structural stainless steel (D1.6), experienced with MiG (GMAW), TiG (GTAW), Stick (SMAW), and Flux Core (FCAW). He has worked as an instructor in multiple subjects, teaching a variety of students throughout New Jersey.

Cliff Moore, MS, RPh - Cliff has over 40 years of experience as a registered pharmacist and has more recently served as the Director of Pharmacy of a large multi-state hospital system. He received a bachelor's degree in pharmacy from St. John's University and a master's degree in healthcare management from Saint Elizabeth University. His strengths include building, leading and motivating high performance teams. He has been recognized for providing quality services to customers in the most cost-effective manner.

Ariel Mojena, CPA - Ariel is a licensed CPA, QuickBooks Certified ProAdvisor and senior finance professional with over 25 years of corporate accounting and finance experience. He has his own accounting and tax business that helps small and mid-sized business leaders with real-time business insights and solutions. Ariel teaches Principles of Accounting at Eastwick College and looks forward to sharing this information with CCM students to help them prepare for a financial career.

Stephen Nalepka, BS - Stephen received a Bachelor of Science in Mechanical Engineering from Arizona State University. Since graduating, Stephen has worked as an industrial technician, mechanical designer and manual machinist. He wishes to help those who want to start a career in manufacturing by sharing his knowledge and experience in the industry.

Emily O'Brien, AS - Emily has over 20 years of experience as an instructor for CCM's Workforce Development Department providing instruction in MS Office applications for corporate clients and open enrollment programs. For over 25 years, she has provided instruction at the adult level in multiple settings and is a sought after trainer and instructor. Emily is skilled in developing, coordinating and implementing training sessions for client needs and delivering technical information to train non-technical audiences. Emily is an alumna of CCM.

Georgann Occhipinti, MA - Georgann has provided consultative and training services to Fortune 100 international organizations across a broad spectrum of industries, government agencies and nonprofit organizations. She is the Managing Director of a firm that focuses on optimizing the talents and results of individuals and organizations. Georgann is a graduate of Rutgers University with a BA in Psychology. She also received her MA in Organizational Psychology from Fairleigh Dickinson University.

Dave Oldenhage, BS, CPhT, CHEP - Dave earned his Bachelor of Science degree from Montclair State University and was trained in non-sterile and aseptic compounding by PCCA in Houston, Texas. He has been educating students in Pharmacy Technician Programs and related subjects for over 15 years. Dave has held managerial positions within independent homecare and compounding pharmacies and institutional pharmacies across the tri-state area. As a Curriculum Specialist for the United States Department of Education, he develops compliance policies for accredited vocational schools. Dave continues his education as a Certified Higher Education Professional and being an active member within the Pharmacy Technician Certification Board (PTCB) and National Pharmacy Technician Association (NPTA).

Jimmy Pang, MBA, BSME - Jimmy holds a bachelor's degree in Mechanical Engineering from New Jersey Institute of Technology and an MBA from the University of Illinois Urbana-Champaign. He has over 12 years of experience in the Engineering, Manufacturing, Operations and Automotive industries at both a hands-on and leadership level. Previously held roles include service technician, design engineer, manufacturing engineer and senior engineering manager.

Lorie Pezzuti, BA - Lorie has 30 years of Information Technology experience in the telecommunications industry, where she held various positions in systems analysis and design, programming and data analytics. She has worked with many corporate colleagues to assist in using technology to solve business problems. Lorie earned a BA in Computer Science from Rutgers University. As a CCM Workforce Development instructor, she hopes to share real world industry scenarios as part of the information technology curriculum.

Instructors

Joan Pinto, MA - Joan has taught ESL for over 15 years. Her teaching experience includes working with adults of refugee populations through the Paterson Board of Education. She has also taught ESL to adults for the Diocese of Paterson. She currently teaches ESL as part of the Continuing Education Program at MCVTS, a program sponsored by the DOL. Joan has worked in higher education as a liaison with student-interns and various industries. She earned a BA from William Paterson University, and an MA from Montclair State University.

Norma Pravec, MA, MBA - Norma has been an English instructor for speakers of other languages at the college level for more than 20 years. She has also worked as a financial specialist and investment banker. She holds both a Master of Arts in Applied Linguistics and an MBA from Montclair State University and a BA in French and Spanish from William Paterson University.

Jameelah Reese-Bentley MS - Jameelah, a veteran teacher with 20 years of teaching experience, is vested in using learning as an agent of personal and community change. She earned her Bachelors from Montclair State University, a Masters Degree in Early Childhood Education from Saint Joseph's University and an additional Masters Degree in Literacy from Touro College. She holds an additional certification in ESL. She strives to ensure that students understand that while learning new skills may be difficult, they are capable and will meet success.

Kate Sa, MEd - Kate is a New Jersey Certified English as a Second Language Teacher and holds a MEd from Rutgers University Graduate School of Education. She taught ESL and coordinated adult programs at the New Brunswick Public Schools Adult Learning Center for over 20 years. Her experience also includes tutoring corporate employees interested in improving their English proficiency. She is passionate about providing meaningful learning experiences that motivate and guide students to reach their personal and professional goals.

Tom Schnipp, MEd, PMP, CSM - He has over 25 years' experience managing IT and business projects in the non-profit, telecommunications and financial services industries for mid-size and Fortune 500 companies. Tom is a certified Project Management Professional (PMP), a Certified Scrum Master (CSM) and a member of both Project Management International (PMI) and the New Jersey Chapter of PMI. Tom's other volunteer experiences include past Board Member of the Morris County Economic Development Corporation and past Board Member and Treasurer of the Parks Alliance of Morris County. He holds undergraduate degrees in History and International Relations from Boston University, a master's degree in Education from Rutgers and a Graduate Certificate in Project Management from Stevens Institute of Technology.

Brian Sferra, MEd - Brian has taught ESL for 23 years in public schools in Roxbury and North Plainfield Schools (K-12), has taught college and adult students at Centenary University, the Summer Language and Culture program at Sussex County College, Rutgers PALS in New Brunswick and the Fairleigh Dickinson L.I.F.E. program, a part of Berlitz. He has tutored private students in ESL for many years. He holds a MEd from Rutgers University Graduate School of Education and a BA in English from Rutgers University. He holds New Jersey certifications in ESL K- 12, Teacher of English and Elementary Education.

Jessica Shepherd, MS, RN - Jessica received a Bachelor of Arts and Science in Criminology and Investigations from West Virginia University in Morgantown, West Virginia. Later, she attended County College of Morris, receiving an Associate of Science in Nursing. Jessica began working first as a Patient Care Technician and then as an RN at Morristown Medical Center, Morristown, New Jersey. Jessica attained both her Bachelor of Science in Nursing and her Master of Science in Nursing at Chamberlain University. Jessica began teaching at CCM in 2020 as an Adjunct and then accepted a full-time position as faculty in Nursing. In addition to teaching in the Nursing Department.

Kathleen Shera, CPC, CPB - Kathleen is a Certified Professional Coder and Certified Professional Biller through the American Academy of Professional Coders and is an instructor of Medical Billing for CCM. Kathleen has a varied health care background, including many years as a medical biller and coder for a large medical practice management company.

Jeff Stearns, BS - Jeff is an industrial designer with greater than 25 years' experience in industrial design, engineering, production development and manufacturing. He is skilled in SolidWorks, AutoCAD and a variety of other computer applications. He has a BS in Industrial Design from Georgia Institute of Technology.

Kenneth Sterzer, MPS, SHRM-CP, PHR - Ken has worked in HR Generalist, Management and Business Partner roles since 1995 and is currently a Senior HR Business Partner at Siemens Healthineers. He is also an Instructor in the Human Resources Certificate program at CCM. Ken earned a master's degree in Human Resources and Employment Relations from Penn State University and a bachelor's degree in Communication and Labor Studies and Employment Relations from Rutgers University. He earned his SHRM-CP professional designation in 2015 and his PHR designation in 2001. Ken has been an active member and volunteer with the Morris County SHRM Chapter since 2014.

Lauren R. Swern, BA - Lauren is the Development Director for the New Jersey Highlands Coalition. She has over ten years of fundraising experience in the areas of donor cultivation, grant writing, direct mail appeals/ acquisitions, online and social media, events, corporate solicitation and other out-of-the-box fundraising. Lauren has worked on increasing and expanding New Jersey Highlands Coalition's and Noah's Ark Animal Welfare funding sources. She serves on the Street Smart Advisory Committee and New Jersey Aids Services Dine for Life Committee. Lauren earned a BA in Business Management from Curry College in Massachusetts.

Michelle Sykes, MD - Dr. Sykes attended Northwestern University in Illinois for her undergraduate education. She received her Medical Doctorate at the New Jersey School of Medicine and completed her Fellowship in Pediatrics at Morristown Memorial Hospital. In 2015, Dr. Sykes entered the field of higher education as an instructor at the county college level at CCM and Sussex County Community College.

Anna Taylor, MEd - Anna is a professional English language instructor with 20 years of experience teaching ESL/ EFL in the US and overseas. Having worked with English learners for a long time, Anna knows about the difficulties immigrants face and is passionate about helping English learners achieve their goals. Anna holds a master's degree in Teaching English as a Foreign Language from Bilkent University, Turkey. Her interests include fostering learner autonomy, a learner-centered approach and developing communicative skills in English.

Elsa Todd - Elsa is a passionate educator with dual expertise in language instruction and communication. With over 20 years of experience as a Certified TEFL/TESOL and Spanish Instructor, she brings a wealth of experience fostering language acquisition and cultural understanding in her students. Her background extends beyond the classroom as an entrepreneur with experience as a Bilingual Marketer, Social Media Professional, and Translator. This unique combination allows her to bridge the gap between language learning and practical application in today's globalized world.

Judy Treibman, MBA, SHRM-SCP, SPHR, GBA - Judy is a dynamic, results-oriented HR Professional with more than 20 years of experience in business. She currently holds the position of Benefits Supervisor at Formosa Plastics Corp. in Livingston and her prior experience ranges from large manufacturers to small entrepreneurial companies. Judy earned a master's degree in Business Administration from Fairleigh Dickinson University. She holds the credentials of SPHR and SHRM-SCP.

Sean Van Kersen, PharmD., BS - Sean received his Doctor of Pharmacy and BS in Biology at Wilkes University in Wilkes-Barre, Pennsylvania. He is a registered New Jersey Pharmacist who has an extensive background in retail pharmacy management. In addition, he is a Pharmacist at Morristown Medical Center. He has experience building and developing highly efficient teams and hopes to help any student who has a passion for pharmacy.

Thomas Viola, MSW, LSW, LCADC - Tom has 10 years of experience working with people affected by substance abuse and addiction, including working in the venues of counseling, treatment facilities and courts. He is an instructor for multiple domains in the Certified Drug and Alcohol Counselor Certificate program. Tom holds a master's degree in Social Work from Rutgers University and a BA from William Paterson University.

Jeffry Wierzbicki, BS - Jeffry is a highly creative, award-winning chef who for over 20 years has served as both a professional chef and a culinary arts instructor at the high school and college levels. He received his bachelor's degree in culinary arts from Johnson & Wales University in Rhode Island with a concentration in Leadership Studies and is a certified culinary instructor, culinarian, and ServSafe instructor. Jeffry believes that cooking is an important creative and emotional outlet that bridges social gaps and fosters dialogue that encourages inclusiveness and celebrates diversity; he is multilingual and enjoys sharing his love of culinary arts in several languages with students of many ages and abilities.

ChFC - Rita is an award-winning, expert facilitator in the areas of leadership development, team building, emotional intelligence and diversity. She is a dynamic keynote speaker and conference presenter. Rita brings corporate experience in management, administration, HR and public affairs. She is a contributing author to the book, Big Bold Business Advice. Rita is an Adjunct Faculty member at Montclair State University, William Paterson University, Walden University, Bergen Community College and CCM, having taught at the

college level for more than 25 years. Rita holds a BS from Bryant College and an MBA from Walden University, as well

as many industry certifications.

Rita Williams-Bogar, MBA, CPCU, ARM, AU, AINS,

Rreze Zejnullahi-Berisha, MA - Rreze teaches QuickBooks and Excel at CCM, as well as Economics at Montclair State University, Drew University and CCM. She has many years of experience using statistical methods to analyze data as applied to academic research and is equally experienced in teaching students about data analysis. She holds a Master of Arts in Economics from Eastern Michigan University.

Jennifer Zirkel, MEd - Jennifer received a Bachelor of Arts degree in Linguistics and Spanish from Montclair State University, along with becoming TESL certified. Upon graduating, she began teaching high school ESL and has been teaching for nine years. She has since received a master's degree in Language Education from Rutgers University. Jennifer is passionate about creating a safe and encouraging classroom community to help students reach their full potential, feel confident and accomplish their goals.

GENERAL INFORMATION AND POLICIES

CERTIFICATES AND TRANSCRIPTS

Certificates may be awarded upon request to participants who successfully complete an entire certificate program or the individual classes within these programs (a minimum of 80% attendance/participation is required; programs may have additional requirements). Students may choose "Certificate Request" under Administrative Information at www.ccm.edu/workforce-development/. Electronic certificates will be emailed ten business days after receipt of request. For proof of course or program completion, please request a transcript from the Office of Records and Registration by going to www.ccm.edu/admissions/records-and-registration and follow the instructions for completing the form. Be sure to state that you are seeking your NON-CREDIT course transcript.

COURSE CANCELLATIONS AND CHANGES

It is to your advantage to register early to help ensure that a class will run; courses may be cancelled for a variety of reasons including low enrollment. We make every effort to contact students as far in advance of the class as possible using the contact information on file. Please be sure your contact information is current (See "Student Records" section). Because of the uncertainties regarding course enrollment and the appropriation of public funds for community colleges, the college reserves the right to modify, alter or cancel any of its programs, courses or services. The college reserves the right to change instructors, to cancel, combine or divide courses, to change the time, date or place of meeting, to change the cost per course, to make other necessary decisions in these course offerings and to do so without obligation. The college is not responsible for errors in printed material.

ACCESSIBILITY SERVICES

In accordance with the policies underlying Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, the ADA Amended Acts (ADAA) of 2008 and County College of Morris policy, no qualified individual with a disability shall, solely on the basis of that disability, be excluded from participation in County College of Morris programs or activities. Students may seek reasonable accommodations for their documented disability by self-identifying and registering with the Office of Accessibility Services. Students who are approved through Accessibility Services for classroom accommodations are encouraged to meet with faculty members on an individual basis to discuss their specific needs. To register or learn about services, students may contact the Accessibility Services office at 973-328-5284 or aso@ccm.edu.

EMERGENCY AND INCLEMENT WEATHER CLOSINGS

In case of severe weather, the college may cancel classes. You can call the 24-hour information number or access CCM's website for emergency closing information. It is recommended that you check one of these sources to get the current status of the campus before leaving for class during inclement weather of if you are in any doubt of school closings.

- 24-hour number 973-328-5580. A recorded message details the status of the campus.
- CCM's website: www.ccm.edu

See your instructor at the next class for make-up information. In the event that the college closed on what was to have been your only or last session, you will be contacted regarding the make-up class. We regret that it may not be possible to notify each person individually though every attempt is made to do so by CCM staff and your class instructor. It is critically important that CCM have your correct contact information in its student records management system. If this information has changed since you last updated it with the Office of Records and Registration directly, please follow the instructions in the "Student Records" section to make corrections.

EMPLOYER PAID TRAINING

CCM welcomes payment by employers. To do so, an employer may register a group of employees, or each employee may register their personal information individually in the Workforce Development non-credit registration system and the company can then finalize registration(s) and make payment via credit card. Please contact the Center for Workforce Development at wfd@ccm.edu for further instruction and assistance to register and pay for employees. Other ways to register include mailing separate registration forms and payment for each individual to the Records and Registration Office, or coming in person to the Records and Registration Office. Purchase Orders will only be accepted from County of Morris Agencies (see below). All registrations must be accompanied by full payment for the course(s) for which the student is registering.

MORRIS COUNTY AGENCIES ONLY - PAYMENT PROCEDURE

These include municipalities, schools and affiliate Morris County agencies, such as courts and parks. Submit a voucher or purchase order in lieu of payment. This must accompany the registration form via mail or in person. Online registration cannot be accomplished with this payment method. Municipalities and government agencies outside of Morris County must pay by credit card or check.

NONDISCRIMINATION STATEMENT

County College of Morris will not discriminate against students based on race, color, religion, national origin, sex (including pregnancy and gender identity), sexual orientation, genetic information, or because they are an individual with a disability or a person 40 years old or older. County College of Morris will take affirmative action to provide equal opportunity in all programming and will operate programs as required under title 29 of the code of federal regulations, part 30.

PURCHASING TEXTBOOKS

Courses that require textbooks state so in the course description. It is the student's responsibility to have the necessary books in hand for the beginning of the first class. For textbook information, see course description on website. You will find most books at retail or online outlets.

STUDENT CREDENTIALS AND STUDENT IDENTIFICATION

WFD students receive CCM student credentials and are required to obtain picture identification for all on-campus classes. You will receive student credentials via email to your personal email address in advance of your course start date. These credentials supply you with a CCM student email address, access to technology resources when required for a course and complementary MS Office 365 access. Student credentials are needed to obtain a student picture identification card prior to your first on-campus class. All students must wear their CCM ID while on campus. Please visit the Office of Campus Life for more information on obtaining a student ID. Individuals taking one-day Grant-Supported Training courses will not receive student credentials, but must obtain a visitor pass through the Public Safety Office.

STUDENT RECORDS

CCM's Office of Records and Registration maintains all student records. This office is the only office that can formally change information in the Student Records Management System.

For regulatory purposes, last names, birth dates and social security numbers cannot be changed over the phone or via course registration. You should update your personal and contact information in writing using the form provided by the Office of Records and Registration found at https://www.ccm.edu/admissions/records-registration/resources-records-registration-team/. Proof of certain personal information updates may be requested. Please make sure that CCM has your current contact information when you register in the Workforce Development non-credit registration system.

STUDENT WITHDRAWAL AND REFUNDS

Students will receive a full refund if a request to withdraw is received in writing three (3) business days prior to the first class. Email or U.S. Mail your request to: Center for Workforce Development at wfd@ccm.edu or to Records and Registration, County College of Morris, 214 Center Grove Road, Randolph, New Jersey 07869-2086 or email it to registrar@ccm.edu. Thereafter, no refunds will be made for dropped courses. Please contact Workforce Development at wfd@ccm.edu with questions or concerns. Refunds are not issued for purchases made by students related to their courses. Refunds are issued to the student registered for the course, not the organization/sponsor paying for the course. Refunds are issued through the same payment source that the student registered with and may take two to four weeks to be received. It is not possible to transfer course costs from one semester to another.

TRAFFIC AND PARKING REGULATIONS

County College of Morris provides on-campus parking for its students, guests and visitors. The well-lit parking lots have emergency phones under a blue colored light. The lots are patrolled regularly by the Department of Public Safety. Persons driving or parking on campus must observe all traffic signs and regulations. Maximum speed limit on campus is 25 MPH unless posted otherwise. Students are required to display a temporary parking pass on the front dashboard of their car while parked on campus. Temporary Parking Passes may be obtained by:

- 1. Visiting the Public Safety Office located in the 675 building, Academic Dr. and Route 10 East, parking lot 10, or
- 2. Removing the pass from the current print version of the Workforce Development schedule, or
- Printing a parking pass from the "Administrative Information" section on our website www.ccm.edu/workforce/

Vehicles in violation of campus parking rules and regulations may be subject to towing at owner's risk and expense. Parking Lots 5 and 8 are reserved for staff. Parking Lot 5 is available for student parking after 5 p.m. only. If these regulations are modified during campus emergencies, signs will be posted.

GET A JOB, GET A BETTER JOB, DO BETTER AT THE JOB YOU ARE IN!

INFORMATION TECHNOLOGY



CUSTOM BUSINESS TRAINING



WELDING



DRONE PILOT



GO BIG! AT CCM's CENTER FOR WORKFORCE **DEVELOPMENT**



ACCOUNTING

HEALTHCARE



OPPORTUNITY PROGRAMS



DATA ANALYTICS



ENGLISH LANGUAGE



ADVANCED MANUFACTURING

Seats are limited.

Be sure to **REGISTER TODAY!** Registration closes **2 business** days before class start date.



To register for Workforce Development courses go to www.ccm.edu/workforce-development/



ONLINE:

Go to the course description and click on the REGISTER button.

VISIT:

CCM Center for Workforce Development

Student Community Center, Room 125

214 Center Grove Road Randolph, NJ 07869-2086



Need help?

973-328-5187 • wfd@ccm.edu

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Yvette Colio-Andrade, Career Pathway Coordinator

Jacob Fried, Apprenticeship Development and Coordination Specialist

Career and Transfer Services

Rosemary Grant, Associate Director
Kari Hawkins, Coordinator of Transfer Services
Suzanne Maida, Job Development Specialist
Claire Menzer, Data Systems Coordinator
Amber Pantiliano, Program Manager
Sheila PraSisto, Administrative Assistant
Rebecca Uong, Placement Coordinator
Nicole Williams, Career and Transfer Coach

The Women's Center

Patricia Borowski, *Administrative Assistant*Michele Johnson, *Career Counselor*Kathy Vincelette, *Employment Specialist*

Morris County Board of County Commissioners

Christine Myers, Director

Stephen H. Shaw, Deputy Director

Douglas R. Cabana

John Krickus

Thomas J. Mastrangelo

Tayfun Selen

Deborah A. Smith

CCM Mission Statement

County College of Morris is **committed to excellence** in teaching and lifelong learning through the delivery of **exceptional programs** and services to our students and to the larger community that reflect a dedication to inclusiveness and diversity, educational advancement, cultural enrichment and workforce development.

CCM Values Statement

The College's commitment to serve the residents and businesses of Morris County and the State of New Jersey and to sustain engaged citizenship within a diverse population of students and community members is reflected in six values:

- A commitment to people, evidenced by a secure, supportive environment responsive to the needs of students, employees and the community
- A commitment to the academic mission of the college, which entails the search for truth and respect for scholarship and learning
- A commitment to honesty and integrity in all endeavors
- A **commitment to the stewardship** of the public trust
- A commitment to diversity that respects individual differences and upholds the dignity of every person
- A commitment to providing access and services to all regardless of financial, academic, educational or physical challenges



Clip the parking pass and display on your dashboard when on campus.



Workforce Development Continuing Professional Education

TEMPORARY PARKING PASS

Students should park in student parking and may park in Lot 5 after 5 p.m. No parking in Lot 8.





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INFORMATION SESSIONS

Take a walk through the programs and schedule with the Center for Workforce Development team.

PRE-REGISTRATION REQUIRED.

Go to www.ccm.edu/workforce-development to reserve your spot and get the link!

Business Professional

Grant-Supported Training

Computing and Information Technology

Microsoft Office

Engineering and Advanced Manufacturing

Health Occupations

Drone Pilot Certification

Alternate Route to Teaching

Opportunity Programs - COP & HOP

Horticulture-Landscape Continuing Education

> English Language Learning

> > Welding

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